

CICCH – EDUCATION
 3300 W. Sahara Ave.
 Las Vegas, NV 89102
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TO: Common-Interest Community and Condominium Hotels Commission
FROM: Gary Little – Program Training Officer
SUBJECT: Education Summary – Approvals from **May 2022 through July 2022**

NEWLY APPROVED COMMUNITY MANAGER CONTINUING EDUCATION COURSES (13)

1.

Sponsor: United Assessment Recovery/Cameron Clark Course Title: Saving Face: Improving Interpersonal Communication in Community Association Management Request: 1 hour General Classroom Objective: Better understanding of how to improve board/manager relationships. Standards: Complies with the following provisions of NAC 116A.232: 2(o) Interpersonal communications Instructors: Cameron Clark Determination: Approved – 1 Hour – General – Classroom/Distance		
Content Overview:	Minutes:	
1 Saving Face	1	
2 Overview of What to Expect in this Course	2	
3 Course Objectives	2	
4 Credentials and Bio	2	
5 Why This Course	3	
6 A Parable of Dandelions	5	
7 A Few Other Quotes on the importance of...	3	
8 Meta-Communication	2	
9 What Key Factor causes the Difference?	2	
10 Fiduciary Duty Defined	3	
11 What is the Essential Element for Effective Interpersonal Communication?	2	
12 Covey Quotes	4	
13 Low Trust Cultures vs High Trust Cultures	4	
14 Exercise: Think of the things that lead us from a “low-trust” environment of a “high-trust” environment	6	
15 Sample of 13 Behaviors that Affect Trust	4	
16 Your Secret Weapon: “The Meeting to End All Meetings”	5	
17 Resources for Improved Communication	2	
18 Review & Summary	4	
19 Q&A	5	
TOTAL	60	

2.

Sponsor: Southern Nevada Water Authority Course Title: Tree Care During Turf Conversions Workshop Request: 2 hour2 General Classroom/Distance Objective: Help managers and boards save trees while complying with the new conversion law Standards: Complies with the following provisions of NAC 116A.232: 2(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents; 2(j) Health and safety issues in common-interest communities and condominium hotels; and 2(l) Planning and zoning for land use and other local laws and regulations pertinent to common-interest communities and condominium hotels. Instructors: Dennis Swartzel, Arborist Determination: Approved – 2 Hours – General – Classroom/Distance		
Content Overview:	Minutes:	
1 Introduction	5	
2 Conduct a tree assessment	20	
3 Manage the existing tree population	20	
4 Eliminate the turf correctly	20	
5 Break	10	
6 Irrigate the trees properly	20	
7 Maintain the trees	20	
8 Questions	5	
TOTAL	120	

3.

Sponsor: Gate Access Services Course Title: Automated Gate System and Safety Request: 2 hours General Classroom Objective: Learn proper maintenance, care, safety precautions and reserve funding for gate systems. Standards: Complies with the following provisions of NAC 116A.232: 2(d) Reserve studies; 2(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents; and 2(j) Health and safety issues in common-interest communities and condominium hotels. Instructors: Gena Allison & Byron Goetting Determination: Approved – 2 Hours – General – Classroom		
Content Overview:	Minutes:	
1 Introduction	5	
2 Basic Types of Gate Systems	15	
3 Codes and Standards	10	
4 Safety	10	
5 Design Considerations	10	
6 Maintenance and Repair	10	
7 Warranties	5	
8 References	5	
9 Reserve Study Basics – Physical Analysis	15	

10	Reserve Study Basics – Financial Analysis	15
11	Reserve Study Gate Access Components	10
12	Q & A	10
TOTAL		120

4.

<p>Sponsor: GKL Consulting, LLC Course Title: Wildfire Friendly Landscaping in a CIC Request: 1 hour General Distance Objective: To better help boards, managers about fire friendly landscaping Standards: Complies with the following provisions of NAC 116A.232: 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; 1(b) Contains information that relates to pertinent Nevada laws and regulations; 2(b) Legislative issues concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, pending and recent legislation; 2(c) The administration of laws and regulations concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, licensing and enforcement; 2(e) Insurance and risk management in common-interest communities and condominium hotels; 2(j) Health and safety issues in common-interest communities and condominium hotels; 2(l) Planning and zoning for land use and other local laws and regulations pertinent to common-interest communities and condominium hotels; and 2(p) Contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids. Instructors: Ron Wright, Bill Steward & Lara Knipmeyer-Garrell Determination: Approved – 1 Hour – General – Distance</p>		
Content Overview:	Minutes:	
1 Introductions and why the class is being taught	10	
2 Wildfire Friendly Landscaping	20	
3 Landscape Committee Considerations	20	
4 Conclusion/Questions	10	
TOTAL	60	

5.

<p>Sponsor: Leach Kern Gruchow Anderson Song Course Title: New Fannie Mae Loan Requirements and Their Impact on HOAs Request: 1 hour Law Classroom/Distance Objective: Assist board and managers with understanding the Fannie Mae Loan Requirements and their impact. Standards: Complies with the following provisions of NAC 116A.232: 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; 1(b) Contains information that relates to pertinent Nevada laws and regulations; 2(c) The administration of laws and regulations concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, licensing and</p>		
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<p>enforcement; 2(d) Reserve studies; 2(e) Insurance and risk management in common-interest communities and condominium hotels; 2(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents; 2(j) Health and safety issues in common-interest communities and condominium hotels; and 2(m) The disclosures required in a transaction involving a unit in a common-interest community or condominium hotel.</p> <p>Instructors: John E. Leach, Esq., Cheri A Hauer, Esq., Kirby C. Gruchow, Esq., Edward J. Song, Esq., Gayle A. Kern, Esq and Donna A. Zanetti, Esq.</p> <p>Determination: Approved – 1 Hour – Law – Classroom/Distance</p>	
Content Overview:	Minutes:
1 Introduction	5
2 Why relevant to CAMs?	10
3 Fannie Mae Response	15
4 Board Duty to Respond to Project Questionnaire	5
5 Consequences if Board Chooses Not to Respond	2
6 Recommended Course of Action	15
7 Questions	8
TOTAL	60

6.

<p>Sponsor: Community Solutions, Inc.</p> <p>Course Title: Components of a Legal Contract and Common Problems</p> <p>Request: 2 hours General Classroom/Distance</p> <p>Objective: Help managers understand the importance of getting the proper contracts in place.</p> <p>Standards: Complies with the following provisions of NAC 116A.232: 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; 1(b) Contains information that relates to pertinent Nevada laws and regulations; and 2(p) Contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids.</p> <p>Instructors: Ed Song, Esq., Sara E. Barry, CAM</p> <p>Determination: Approved – 2 Hours – General – Classroom/Distance</p>	
Content Overview:	Minutes:
1 Introductions & why is the class being offered	5
2 What is the difference between scope of work, proposal and contract	5
3 Who writes the Specifications for any proposal that is going out for bids	5
4 When do you need a formal contract	5
5 What should be in the contract and the 4 major components of a real contract	15
6 Indemnification clauses and their important	5
7 Can either party end the contract	5
8 Will additional expenses need to be pre-approved	5
9 Termination clauses	5
10 Can the contractor sub-contract any of the services in the contract	5
11 What are some of the common problems we see in contracts	20
12 Some of the laws surrounding contracts in NEVADA	15

13 Questions	5
TOTAL	100

7.

<p>Sponsor: Community Solutions, Inc Course Title: Banking Fraud Identification and Prevention Request: 3 hours General Classroom/Distance Objective: Help boards and managers proactively stop the increase in banking fraud Standards: Complies with the following provisions of NAC 116A.232: 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; 1(b) Contains information that relates to pertinent Nevada laws and regulations; 2(a) The ethics of managing a common-interest community or the association of a condominium hotel; 2(f) Administering the office of a community manager, including, without limitation, personnel management and recordkeeping; 2(g) Accounting, including, without limitation, the preparation and monitoring of budgets, the monitoring of expenditures and reserves and the use of financial statements; and 2(q) The enforcement of financial obligations, including, without limitation, liens and collections procedures. Instructors: Chuck Balacy, Gary Lein, Sara Barry & Ron Wright Determination: Approved – 3 Hours – General – Classroom/Distance</p>		
Content Overview:	Minutes:	
1 Introductions	5	
2 Let’s take a quick poll	10	
3 Fraud Facts	20	
4 Triangle of Fraud	20	
5 Types of Fraud	20	
6 Red Flag Warnings	5	
7 Keys to reducing exposure with Prevention and Detection	10	
8 What are the types of accounts acceptable for HOAs	20	
9 Who is ultimately responsible for monetary losses	5	
10 Insurance and protections from the above types of fraud	20	
11 Types of most common HOA fraud	5	
12 Who you going to call	5	
13 Questions	5	
TOTAL	150	

8.

<p>Sponsor: Complex Solutions LTD Course Title: Crime Prevention Through Environmental Design Basic Overview Request: 1 hour General Classroom Objective: Understanding crime prevention through environmental design and strategies Standards: Complies with the following provisions of NAC 116A.232: 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; 2(d) Reserve studies; 2(e)</p>		
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Insurance and risk management in common-interest communities and condominium hotels; and 2(j) Health and safety issues in common-interest communities and condominium hotels. Instructors: Marc Geiger Determination: Approved – 1 Hour – General – Classroom		
Content Overview:		Minutes:
1	Introductions	5
2	Presentation Objectives	3
3	Legal Disclaimer	1
4	Target Hardening	4
5	CPTED	4
6	Design and Architecture	10
7	Natural Surveillance	4
8	Natural Access Control	4
9	Territorial Reinforcement and Behavior	8
10	Maintenance	4
11	Landscaping	4
12	Lighting	4
13	Questions	5
TOTAL		60

9.

Sponsor: Complex Solutions LTD Course Title: Crime Prevention Through Environmental Design Request: 3-hour General Classroom Objective: Cost effective crime prevention through environmental design and strategic considerations. Standards: Complies with the following provisions of NAC 116A.232: 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; 2(d) Reserve studies; 2(e) Insurance and risk management in common-interest communities and condominium hotels; and 2(j) Health and safety issues in common-interest communities and condominium hotels. Instructors: Marc Geiger Determination: Approved – 3 Hour – General – Classroom		
Content Overview:		Minutes:
1	Introductions	15
2	Why did you sign up for this training	5
3	Presentation Objectives	10
4	Legal disclaimer	5
5	Target Hardening	5
6	CPTED	10
7	Design and Architecture	10
8	Natural Surveillance	10
9	Natural Access	10
10	Territorial Reinforcement and Behavior	10
11	Maintenance	10

12	Landscaping	10
13	Lighting	10
14	Public Art	10
15	Case Study	15
16	Questions	15
TOTAL		160

10.

<p>Sponsor: Law Office of Michael W. McKelleb Course Title: Capitol Maintenance: The Board’s Duties and a Manger’s Obligation Request: 1 hour General Classroom Objective: Duty and obligation to accurately anticipate maintenance costs and collect necessary assessments to pay for those costs. Standards: Complies with the following provisions of NAC 116A.232: 2(d) Reserve studies; 2(f) Administering the office of a community manager, including, without limitation, personnel management and recordkeeping; 2(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents; and 2(j) Health and safety issues in common-interest communities and condominium hotels. Instructors: Michael W. McKelleb, Esq. Determination: Approved – 1 Hour – General – Classroom</p>		
Content Overview:	Minutes:	
1 Introduction	2	
2 The Reserve Study	5	
3 Strategic Planning	7	
4 A Challenge	5	
5 Why?	8	
6 Examples	23	
TOTAL	50	

11.

<p>Sponsor: Silver State Fair Housing Council Course Title: Ensuring Equal Housing Opportunity: Fair Housing Rights for People with Disabilities Request: 3 hour Law Classroom Objective: Recognize and understand fair housing issues, laws and other protections for people with disabilities. Standards: Complies with the following provisions of NAC 116A.232: 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; 1(b) Contains information that relates to pertinent Nevada laws and regulations; 2(a) The ethics of managing a common-interest community or the association of a condominium hotel; 2(b) Legislative issues concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, pending and recent legislation; 2(c) The administration of laws and regulations concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without</p>		
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<p>limitation, licensing and enforcement; and 2(j) Health and safety issues in common-interest communities and condominium hotels. Instructors: Katherine Knister, Ivonne Almaraz, Joel Lindsey Determination: Approved – 3 Hour – Law – Classroom</p>	
Content Overview:	Minutes:
1 Introduction	10
2 Fair Housing Protections	40
3 Break	10
4 Reasonable Modifications	50
5 Break	40
6 Reasonable Accommodations	50
7 Conclusion & Q/A	10
TOTAL	180

12.

<p>Sponsor: Complex Solutions LTD Course Title: Identifying Inadequate Reserve Funding (And What To Do About It) Request: 3 hour General Classroom Objective: Identify inadequate reserves and strategies for dealing with inadequate reserves Standards: Complies with the following provisions of NAC 116A.232: 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; of a condominium hotel, including, without limitation, licensing and enforcement; and 2(d) Reserve studies Instructors: Robert A. Forney, Gary Lein, Chuck Balacy Determination: Approved – 3 Hour – General – Classroom</p>	
Content Overview:	Minutes:
1 Instructor Introduction	2
2 Course Introduction	10
3 Characteristics and Symptoms of Inadequate Funding	16
4 Types of Inadequate Funding	1
5 Inadequately Funded: Empirically	16
6 Inadequately Funded: Philosophically	15
7 Break	15
8 Inadequately Funded: Theoretically	25
9 Inadequately Funded: Objectively	5
10 What To Do About It?	5
11 What To Do About It: Empirically	15
12 Break	15
13 What To Do About It: Philosophically	5
14 What To Do About It: Theoretically	5
15 What To Do About It: Objectively	13
16 Assembly Bill 356	5
17 Conclusion	2
18 Questions	10
TOTAL	180

13.

<p>Sponsor: GetDocsNow, LLC Course Title: White Collar Crime, it's unexpected and it's real Request: 1 hour General Classroom Objective: Recognize situation in which embezzlement may occur and know what to do when it does. Standards: Complies with the following provisions of NAC 116A.232: 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; of a condominium hotel, including, without limitation, licensing and enforcement; 1(b) Contains information that relates to pertinent Nevada laws and regulations; 2(a) The ethics of managing a common-interest community or the association of a condominium hotel; and 2(p) Contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids. Instructors: Bradd Greene, Matthew Grode Determination: Approved – 1 Hour – General – Classroom/Internet</p>		
Content Overview:	Minutes:	
1 Embezzlement	10	
2 Ethical Issues in the News	10	
3 How Can This Happen	5	
4 What Duties are Owed	10	
5 Manager Standards of Practice	10	
6 Penalties for Breach of Duties by Directors and Officers	5	
7 How to Reduce Losses Due to Embezzlement	5	
8 Questions	5	
TOTAL	60	