

1 **BEFORE THE COMMISSION FOR COMMON-INTEREST**
2 **COMMUNITIES AND CONDOMINIUM HOTELS**

3 **STATE OF NEVADA**

4 SHARATH CHANDRA, Administrator,
5 REAL ESTATE DIVISION, DEPARTMENT
6 OF BUSINESS AND INDUSTRY,
7 STATE OF NEVADA,

8 Petitioner,

9 vs.

10 AMY M. MOORE,
11 (CAM.0009792-SUPR)

12 Respondent.

Case Nos. 2025-149; 2025-503; and
2025-811 (Consolidated)

FILED

APR 23 2026

NEVADA COMMISSION FOR
COMMON INTEREST COMMUNITIES
AND CONDOMINIUM HOTELS

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13 **FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER**

14 These consolidated matters came on for hearing before the Commission for
15 Common-Interest Communities and Condominium Hotels, State of Nevada (the
16 "Commission") on March 10, 2025 (the "Hearing"). RESPONDENT AMY MOORE
17 ("RESPONDENT") appeared on her own behalf via teleconference video. Phil W. Su,
18 Senior Deputy Attorney General, appeared on behalf of the Real Estate Division of the
19 Department of Business and Industry, State of Nevada (the "Division").

20 Commissioner Tibbets recused himself from the proceedings, citing an ongoing
21 business relationship with the RESPONDENT. DAG Su requested, as a preliminary
22 matter, that Case Nos. 2025-149, 2025-503, and 2025-811, be heard in a consolidated
23 proceeding because they all shared substantially similar factual and legal allegations
24 regarding different associations managed by RESPONDENT. The Commission
25 chairperson granted the request.

26 SDAG Su opened by reporting that the parties agreed to stipulate to the factual and
27 legal allegations set forth in the Division's complaints and to the documents produced by
28 the Division and were seeking the Commissioners' decision regarding the appropriate
measure of discipline to impose upon RESPONDENT. The Division's documents
CICCH0001-0085 (Case Nos. 2025-149 and 2025-503), and CICCH0001-0056 (Case No.

1 division based on documentation from the Secretary of State's website reflecting that
2 RESPONDENT was currently serving as a member of Cielo Vista's executive board while
3 simultaneously providing services as a community manager. [CICCH0005-0008]

4 **FACTUAL ALLEGATIONS REGARDING CASE NO. 2025-149**

5 5. On March 5, 2025, the Division issued a Request for Information (RFI) letter
6 regarding the Secretary of State's documentation, as well as meeting minutes, financial
7 statements, bank statements, and the most current reserve study. [CICCH0009-0010]

8 6. A second RFI request was issued on April 1, 2025. [CICCH0011-0012]

9 7. On April 14, 2025, Colleen Rozen, Director of Operations for Vintage Group,
10 responded to the RFI with the Annual Association Registration, showing that the
11 RESPONDENT was not an executive board member, but serves as Manager for Cielo
12 Vista. [CICCH0013-0016]

13 8. The following day, the Division responded via email that the requested
14 records still needed to be provided to the Division. [CICCH0013].

15 9. On May 29, 2025, the Division emailed Rozen again, noting the documents
16 had not yet been provided. [CICCH0017-0020]

17 10. A third RFI request was issued on June 4, 2025. [CICCH0021-0022]

18 11. A fourth and final RFI request was issued on June 17, 2025. [CICCH0023-
19 0024]

20 12. On June 20, 2025, CAM William Newbourg sent an email to the Division
21 again noting that the RESPONDENT was not a Cielo Vista executive board member but
22 serves as Manager for Cielo Vista. [CICCH0025-0026]

23 13. On June 25, 2025, the Division sent yet another written request for the
24 records and documentation indicated in the preceding RFIs. [CICCH0027-0028]

25 14. On June 30, 2025, RESPONDENT provided the requested documents in her
26 possession, including financial records from January 2024 through February 2025.
27 [CICCH0029; 0030-0051]

28 15. The financial records provided by Respondent included a total of nineteen

1 (19) check stubs: for checks #100022-100025 and 100027-100038, showing payments made
2 to Brightview Landscaping Services, Inc.; CAIS, LLC; LaBarre/Osknee Insurance;
3 Newman and Associates; Complex Solutions, Ltd.; and NRED; and for checks #1037-1039,
4 showing payments made to Galt Equities, LLC; Orvil Yhair Garita; and “Danny or Lenibel
5 Reynolds.” [CICCH0030-0051]

6 16. The check stubs were dual-signed by RESPONDENT and by a person
7 identified by RESPONDENT as Vintage Group’s Director of Operations, and not by any of
8 Cielo Vista’s executive board members. [CICCH0030-0051; 0059].

9 17. On July 7, 2025, the Division sent RFI letters to Cielo Vista executive board
10 members Manuel Reynaga, Dwayne Johnson, and Iris Flores inquiring as to how board
11 meetings were held, how the annual budget was approved, how checks were approved and
12 signed, how elections were held, and how often the board reviewed the association
13 financials. [CICCH0052-053].

14 18. On July 16, 2025, board member Reynaga send his response to the Division
15 noting, among other things, that “3. We haven’t had to sign invoices or checks recently, as
16 there have been no reserve expenses. Payments are set up via autopay.” [CICCH0054-
17 0055].

18 19. Also on July 16, 2025, board member Johnson responded to the Division
19 noting, “The invoices are on autopay with Strongroom and there are digital signatures.
20 We have not had any reserve expenses that require 2 board member signatures thus far.”
21 [CICCH0056].

22 20. On September 22, 2025, the Division sent an additional RFI letter to
23 RESPONDENT regarding her permitting an individual who was neither a Nevada-
24 certified community manager, a duly elected board member, nor an officer of the
25 Association to sign Association Checks from at least September 2021 through March 2025.
26 [CICCH0057-0058].

27 21. On October 1, 2025, RESPONDENT sent a reply letter indicating that the
28 checks from Cielo Vista’s operating account were signed by herself, as community

1 manager, and by Vintage Group’s “Director of Operations,” which was “an error that we
2 have corrected, unfortunately it was a setting in our system that applied to communities
3 outside of Nevada.” [CICCH0059]

4 22. On October 6, 2025, the Division sent RESPONDENT an NRS 233B letter
5 indicating that through its investigation it obtained sufficient evidence to commence
6 disciplinary action by filing a complaint for disciplinary action before the Commission.
7 [CICCH0060-0061].

8 **FACTUAL ALLEGATIONS REGARDING CASE NO. 2025-503**

9 23. On July 24, 2025, the Division issued a Request for Information (RFI) letter
10 regarding her permitting an individual to sign Majestic Point Association check #100005
11 dated 8/26/24, who was neither a Nevada-certified community manager, a duly elected
12 board member, nor an officer of Majestic Point. The RFI requested copies of bank
13 statements, financial statements, and meeting minutes from 2024 through the present,
14 and the most recent reserve study. [CICCH0064-0065]

15 24. On July 28, 2025, RESPONDENT sent a reply letter indicating that
16 Operating Check #100005 was signed by “myself, the community manager and our
17 Operations Manager” and noted that “[w]e have modified operating checks to only be
18 signed by the Board of Directors,” and including attached financial statements for the
19 requested timeframe. [CICCH0066-0082]

20 25. The twelve (12) check stubs included in those financial records showed
21 payments made to “Sunstate Companies LLC” and NRED. [CICCH0083].

22 26. The check stubs were dual-signed by RESPONDENT and by Vintage Group’s
23 Operations Manager, and not by any of Majestic Point’s executive board members.
24 [CICCH0066-0082].

25 27. On September 23, 2025, the Division sent RESPONDENT an NRS 233B
26 letter indicating that through its investigation it obtained sufficient evidence to commence
27 disciplinary action by filing a complaint for disciplinary action before the Commission.
28 [CICCH0083-0085]

1 **CASE NO. 2025-811**

2 1. RESPONDENT AMY M. MOORE has been licensed as a temporary
3 community manager, community manager, and/or a supervising community manager in
4 Nevada since July 2019. [CICCH0001-0003]

5 2. At all times relevant herein, RESPONDENT held a supervising community
6 manager certificate issued by the Division (CAM.0009792-SUPR) and served as
7 supervising community manager with Vintage Real Estate Group Inc. [CICCH0001]

8 3. At all times relevant herein, the RESPONDENT served as the supervising
9 community manager for Juniper Trails Community Association (“Juniper Trails”).
10 [CICCH0005-0006; CICCH0013-0014]

11 4. Investigation Case No. 2025-811 was initiated by the Division’s compliance
12 division based on Association check No. 100030, dated 4/23/25, which appears to have been
13 signed by an individual who was neither a Nevada certified community manager, a duly
14 elected board member, nor an officer of the Association. [CICCH0004]

15 5. On October 9, 2025, the Division issued a Request for Information (RFI) letter
16 regarding the allegation that RESPONDENT allowed an individual who was neither a
17 Nevada certified community manager, a duly elected board member, nor an officer of the
18 Association to sign checks on behalf of Juniper Trails, including, but not limited to,
19 Association check No. 100030, dated 4/23/25. [CICCH0007-0011]

20 6. On October 17, 2025, RESPONDENT provided her response, including
21 documents requested in the RFI, and stating that Vintage “strive[s] to comply with all
22 NRS statues and guidelines. We apologize for any failures and have implemented a change
23 in policies and procedures internally to prevent any errors in the future.” [CICCH0012;
24 0013-0054].

25 7. Among the documents provided by RESPONDENT are copies of thirty-nine
26 (39) checks dated from 1/09/25 to 08/13/25, that were auto-signed in similar fashion to
27 Association check No. 100030. [CICCH0016-0054].

28 8. On November 12, 2025, the Division sent RESPONDENT an NRS 233B letter

1 indicating that through its investigation it obtained sufficient evidence to commence
2 disciplinary action by filing a complaint for disciplinary action before the Commission.
3 [CICCH0055-0056].

4 **CONCLUSIONS OF LAW**

5 Based on the foregoing factual findings and the preponderance of the evidence, the
6 Commission voted unanimously that the following violations of law have been proven by
7 a preponderance of the evidence:

8 **CASE NOS. 2025-149 and 2025-503**

9 1. RESPONDENT violated NRS 116A.630(1)(b) pursuant to NAC 116A.355 by
10 failing to exercise ordinary and reasonable care in the performance of her duties when
11 RESPONDENT repeatedly allowed checks to be drawn, on at least nineteen (19) occasions,
12 from the Operating Account for Cielo Vista with the signature of Vintage Group's
13 Operations Manager/Director of Operations, who was neither a duly elected board
14 member, nor an officer, of Cielo Vista.

15 2. RESPONDENT violated NRS 116.31153(2) pursuant to NAC 116A.355(2)
16 and performed acts of unprofessional conduct by repeatedly allowing checks to be drawn,
17 on at least nineteen (19) occasions, from the Operating Account for Cielo Vista with the
18 signature of Vintage Group's Operations Manager/Director of Operations, who was neither
19 a duly elected board member, nor an officer, of Cielo Vista.

20 3. RESPONDENT violated NRS 116A.630(1)(b) pursuant to NAC 116A.355 by
21 failing to exercise ordinary and reasonable care in the performance of her duties when
22 RESPONDENT repeatedly allowed checks to be drawn, on at least twelve (12) occasions,
23 from the Operating Account for Majestic Point with the signature of Vintage Group's
24 Operations Manager/Director of Operations, who was neither a duly elected board
25 member, nor an officer of Majestic Point.

26 4. RESPONDENT violated NRS 116.31153 pursuant to NAC 116A.355(2) and
27 performed acts of unprofessional conduct by repeatedly allowing checks to be drawn, on at
28 least twelve (12) occasions, from the Operating Account for Majestic Point with the

1 signature of Vintage Group's Operations Manager/Director of Operations, who was neither
2 a duly elected board member, nor an officer, of Majestic Point.

3 **CASE NO. 2025-811**

4 5. RESPONDENT violated NRS 116.31153 pursuant to NAC 116A.355(1)(a) by
5 engaging in unprofessional and/or negligent conduct when she repeatedly allowing checks
6 to be drawn from the Operating Account for Juniper Trails with the signature of Vintage
7 Group's Operations Manager, who was neither a duly elected board member, nor an officer
8 of Juniper Trails.

9 6. RESPONDENT violated NRS 116A.630(1)(b) pursuant to NAC
10 116A.355(1)(a) by engaging in unprofessional and/or negligent conduct by failing to
11 exercise ordinary and reasonable care in the performance of her duties when
12 RESPONDENT repeatedly allowed checks to be drawn from the Operating Account for
13 Juniper Trails with the signature of Vintage Group's Operations Manager, who was
14 neither a duly elected board member, nor an officer of Juniper Trails.

15 **ORDER**

16 The Commission, being fully apprised in the premises and good cause appearing,
17 **ORDERS** as follows:

18 1. RESPONDENT shall pay the Division a total of SIX THOUSAND FOUR
19 HUNDRED FORTY-TWO DOLLARS and 87/100 cents (\$6,442.87), consisting of
20 \$3,000.00 in administrative fines and \$3,442.87 in costs and fees incurred by the Division.
21 The full amount is due within 180 days of the effective date of this Order.

22 2. RESPONDENT's Supervising CAM Certification is hereby downgraded to a
23 Community Manager Certification, without supervisory authority.

24 3. RESPONDENT shall, within one (1) year of the effective date of this Order,
25 complete Nevada's sixty (60) hour CAM pre-licensing course.

26 4. Upon providing written proof of completion of that coursework to the
27 Division's satisfaction, RESPONDENT shall be eligible to re-apply for a Nevada
28 Supervising CAM certificate.

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5. The Commission retains jurisdiction for correcting any errors that may have occurred in the drafting and issuance of this document.

DATED this 23rd day of April, 2026.

NEVADA COMMISSION FOR COMMON-
INTEREST COMMUNITIES AND
CONDOMINIUM HOTELS

By: 
June Heydarian
Commission Chair

Submitted by:

By: /s/ Phil W. Su
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