

# Forms & Notices Timelines

Rev. 06/29/2020



## Nevada Real Estate Division

Presented by the Training Officer; Office of the Ombudsman for Owners in Common-Interest Communities and Condominium Hotels

### STATE OF NEVADA DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS

### INSTRUCTIONS FOR REGISTRATION OF AN ASSOCIATION OR CONDOMINIUM HOA

This information sheet is intended to assist the public in understanding the process of registering an association or condominium hotel with the Office of the Ombudsman for Common-Interest Communities and Condominium Hotels. The Initial Registration Form (Form 603) should be used when an association or condominium hotel registers with the Office of the Ombudsman for Common-Interest Communities and Condominium Hotels for the first time (provided that the association or condominium hotel was first established in the common-interest community or condominium hotel).

- 1. Initial Association Registration Application form 603
- 2. Form 603 is available at: <http://www.nv.gov/real-estate/ombudsman>
- 3. Please call Juan McFeters at 702-486-4400 Option 5 for the Projects Section of the Division.
- 4. Recorded Plat Map or Maps
- 5. CCA's (Covenants, Conditions, & Restrictions)
- 6. Deed in Olay: needs to correspond with Initial Association's name;
- 7. Bylaws - Draft in Olay: needs to correspond with the Nevada Secretary of State
- 8. Copy of Articles of Incorporation
- 9. Nonprofit Articles of Incorporation
- 10. Registered Agent Acceptance

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION  
OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS

**ANNUAL ASSOCIATION REGISTRATION**

Association's legal name: \_\_\_\_\_

Subdivision name(s) for the Association: \_\_\_\_\_ SOS original filing date: \_\_\_\_\_

Nevada Secretary of State (SOS) entity number: \_\_\_\_\_

Is the Association identified as a Master or Sub-Association, per the CCA's:  Master  Sub-Association

Current Notification Address for Division I:  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County the association is located in: \_\_\_\_\_

Association Telephone Number: \_\_\_\_\_

Permitted to NRS 116.3101 and NRS 116B.415, indicate the type of common-interest community (choose one):  
 Profit corporation  Non-profit corporation  Trust  Condominium  Cooperative  Condominium Hotel  Planned  Single Family Dwelling  Duplex  Townhome  Manufact  Other \_\_\_\_\_

As of this date, the number of units that currently have liens filed against their unit owner to pay assessments: \_\_\_\_\_

Number of foreclosures, in the prior fiscal year, based on liens filed against their unit owner to pay assessments: \_\_\_\_\_

Unit/Budget Assessment: \_\_\_\_\_

Max. (total) # of units declared in excess of right to annex additional units into the community: \_\_\_\_\_ (MDYR)

Have the declarant's development rights (right to annex additional units into the community): \_\_\_\_\_ (Month)

Date most recent annual meeting was held: \_\_\_\_\_

Accounting Fiscal Year End: \_\_\_\_\_

Total annual budgeted assessments (combined assessment amounts for all units within the community): \_\_\_\_\_

Total annual budgeted revenues (combined assessment amounts for all units, including interest, other income, etc.): \_\_\_\_\_

Total most recent independent CPA financial statements, required by NRS 116.31144, were:  reviewed  not reviewed

The fiscal calendar year for which the reviewed or audited financial statements represent: \_\_\_\_\_ (MDYR)

If required, has the review or audit above been completed: \_\_\_\_\_

Date the review was completed: \_\_\_\_\_

If not completed, explain: \_\_\_\_\_

Check No. \_\_\_\_\_ Amount: \_\_\_\_\_ First Date Stamp: \_\_\_\_\_ Present    
Receipt No. \_\_\_\_\_ Fiscal Year: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Present    
Name: \_\_\_\_\_ Second Date Stamp: \_\_\_\_\_ Present    
Reserve Study Summary  Master Roster  Correspondence: \_\_\_\_\_

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION  
COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS PROGRAM

**REGISTRATION FILING ADDENDUM**

The Association shall submit this form to the Division within 30 days of any change in board membership or hired agents, include change in contact information (NAC 116.385). There are NO FEES associated with this form. Any changes submitted are for D only and will not be reported to the Secretary of State. If submitted incomplete, this form will not be processed and will be returned.

Association's Legal Name: \_\_\_\_\_  
Association's Subdivision Name(s): \_\_\_\_\_  
Nevada Secretary of State (SOS) Entity Number: \_\_\_\_\_ SOS Original File Date: \_\_\_\_\_  
Is the Association identified as a Master or Sub-Association, per the CCA's?  Master  Sub-Association

Has there been a change in address for correspondence with the Association?  Yes (complete info)  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Has there been a change in Management Company?  Yes (complete below)  
Management Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Has there been a change in the Association's Custodian of Records?  Yes (complete below)  
Custodian Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Has there been a change in Community Manager (CM)?  Yes (complete below)  
Name of Licensed Community Manager: \_\_\_\_\_ CM License #: \_\_\_\_\_

Name of Management Company: \_\_\_\_\_  
License type:  Temporary Certificate  Provisional Designation  Supervisory Designation  
IF CM is a Temp or Provisional, Supervising Manager: \_\_\_\_\_ Sup. CM License # \_\_\_\_\_

Has there been a change in the Association's Attorney of Record?  Yes (complete below)  
Name of Law Firm: \_\_\_\_\_ Name of Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

FOR OFFICIAL USE ONLY  
First Date Stamp: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Present    
Second Date Stamp: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Present    
Revised 01/19 Page 1 of 3

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION  
OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS

**Declaration of Certification**  
Common-Interest Community Executive Board Member

I, \_\_\_\_\_, as an elected or appointed executive board member of \_\_\_\_\_ common-interest community or condominium hotel, Secretary of State of \_\_\_\_\_, certify that I have read governing documents of the association and the provisions of Chapter 1 Revised Statutes (NRS) and Chapter 116 of the Nevada Administrative Code (NAC) and Chapter 116 of the Nevada Administrative Code (NAC) and Chapter 116 of the Nevada Administrative Code (NAC).

Indicate one of the following:  
 Elected to the board on \_\_\_\_\_  
 Re-Elected to the Board on \_\_\_\_\_  
 Appointed to the Board on \_\_\_\_\_

Position elected, re-elected, or appointed to: \_\_\_\_\_  Pres  VP  Other \_\_\_\_\_

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

Signature: \_\_\_\_\_

Do not submit this form to the Division. This form is required to be kept as an association record the Division at any time.

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION  
OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS

**RESERVE STUDY SUMMARY FORM (NRS 116.315)**

The executive board shall, at least once every 3 years, cause to be conducted a study of the reserves fund of the common-interest community to require, replace and require the major components of the common elements and any other portion of the common-interest community. Whether these reserves are sufficient to maintain, repair, replace or restore, or at least annually, review the results of that study to determine whether these reserves are sufficient, and at least annually, make any adjustments to the association's budget plan which the executive board deems necessary to provide adequate funding for the required reserves. A summary of the study of the reserves may be retained in the Division no later than 45 days after the date that the executive board adopts the results of the study, using this form.

Association's legal name: \_\_\_\_\_  
Subdivision name(s) for the Association: \_\_\_\_\_ SOS original filing date: \_\_\_\_\_

Nevada Secretary of State (SOS) entity number: \_\_\_\_\_

Is the Association identified as a Master or Sub-Association, per the CCA's:  Master  Sub-Association

Current Billing Information  
Mailing/billing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Management company name (if applicable): \_\_\_\_\_  
Address of Management Company: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Community Manager: \_\_\_\_\_

Approximate age of development: \_\_\_\_\_  
Indicate (total) # of units declared: \_\_\_\_\_

RESERVE STUDY INFORMATION  
Was the reserve study made pursuant to a site visit?  Yes  No  
Date on which the on-site inspection of the last reserve study was conducted (MDYR): \_\_\_\_\_

Adoption date of the reserve study (MDYR): \_\_\_\_\_

Permitted to NRS 116.315(1)(b) "Each member of the executive board shall, within 90 days of the date of the study, cause to be conducted a study of the reserves fund of the common-interest community to require, replace and require the major components of the common elements and any other portion of the common-interest community. Whether these reserves are sufficient to maintain, repair, replace or restore, or at least annually, review the results of that study to determine whether these reserves are sufficient, and at least annually, make any adjustments to the association's budget plan which the executive board deems necessary to provide adequate funding for the required reserves. A summary of the study of the reserves may be retained in the Division no later than 45 days after the date that the executive board adopts the results of the study, using this form."

Permitted to NRS 116.315(1)(b) "Each member of the executive board shall, within 90 days of the date of the study, cause to be conducted a study of the reserves fund of the common-interest community to require, replace and require the major components of the common elements and any other portion of the common-interest community. Whether these reserves are sufficient to maintain, repair, replace or restore, or at least annually, review the results of that study to determine whether these reserves are sufficient, and at least annually, make any adjustments to the association's budget plan which the executive board deems necessary to provide adequate funding for the required reserves. A summary of the study of the reserves may be retained in the Division no later than 45 days after the date that the executive board adopts the results of the study, using this form."

Permitted to NRS 116.315(1)(b) "Each member of the executive board shall, within 90 days of the date of the study, cause to be conducted a study of the reserves fund of the common-interest community to require, replace and require the major components of the common elements and any other portion of the common-interest community. Whether these reserves are sufficient to maintain, repair, replace or restore, or at least annually, review the results of that study to determine whether these reserves are sufficient, and at least annually, make any adjustments to the association's budget plan which the executive board deems necessary to provide adequate funding for the required reserves. A summary of the study of the reserves may be retained in the Division no later than 45 days after the date that the executive board adopts the results of the study, using this form."

Permitted to NRS 116.315(1)(b) "Each member of the executive board shall, within 90 days of the date of the study, cause to be conducted a study of the reserves fund of the common-interest community to require, replace and require the major components of the common elements and any other portion of the common-interest community. Whether these reserves are sufficient to maintain, repair, replace or restore, or at least annually, review the results of that study to determine whether these reserves are sufficient, and at least annually, make any adjustments to the association's budget plan which the executive board deems necessary to provide adequate funding for the required reserves. A summary of the study of the reserves may be retained in the Division no later than 45 days after the date that the executive board adopts the results of the study, using this form."

Permitted to NRS 116.315(1)(b) "Each member of the executive board shall, within 90 days of the date of the study, cause to be conducted a study of the reserves fund of the common-interest community to require, replace and require the major components of the common elements and any other portion of the common-interest community. Whether these reserves are sufficient to maintain, repair, replace or restore, or at least annually, review the results of that study to determine whether these reserves are sufficient, and at least annually, make any adjustments to the association's budget plan which the executive board deems necessary to provide adequate funding for the required reserves. A summary of the study of the reserves may be retained in the Division no later than 45 days after the date that the executive board adopts the results of the study, using this form."

Permitted to NRS 116.315(1)(b) "Each member of the executive board shall, within 90 days of the date of the study, cause to be conducted a study of the reserves fund of the common-interest community to require, replace and require the major components of the common elements and any other portion of the common-interest community. Whether these reserves are sufficient to maintain, repair, replace or restore, or at least annually, review the results of that study to determine whether these reserves are sufficient, and at least annually, make any adjustments to the association's budget plan which the executive board deems necessary to provide adequate funding for the required reserves. A summary of the study of the reserves may be retained in the Division no later than 45 days after the date that the executive board adopts the results of the study, using this form."



# Disclaimer

- Staff in the Ombudsman's Office is prohibited from providing legal advice. All Materials produced and provided to the public are for informational purposes only and do not serve as legal advice.
- Should confusion arise requiring the interpretation and application of the law to your association's specific circumstances, a legal opinion from a qualified attorney may be necessary.
- Please review the course calendar, training request form, and presentations published on the training webpage to gain an understanding of additional opportunities for education and training. See our training webpage at [http://red.nv.gov/Content/CIC/Program\\_Training/](http://red.nv.gov/Content/CIC/Program_Training/).

# Agenda



- Introduction
- Forms
- Executive Board Meetings
- Unit Owner Meetings
- Budgeting
- Other Notices

# Introduction

- NRS 116 contains several provisions of law that specify timeframes for delivering forms to the Division and various notices to unit owners.
- The provisions covered in this course are not all inclusive and it is highly recommended that participants review the complete language of the law for themselves whenever necessary.



# Initial Registration of New Association

- Used when a CIC registers with the Office of the Ombudsman for the **first time**
  - If that CIC organized no later than the date the first unit was conveyed.
- This registration is required pursuant to NRS 116.3101 and NRS 116B.415 to comply with chapters 78, 81, 82, 86, 87, 88 and 88A of the Nevada Revised Statutes and
  - must be completed **before** filing the articles of incorporation, certificates of registration or certificates of limited partnership, or any certificate of amendment thereof, with the Secretary of State.

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION  
OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS  
3300 W. Sahara Ave. Ste. 350 \* Las Vegas, NV 89102  
(702) 486-4480 \* Toll free: (877) 829-9907 \* Fax: (702) 486-4520  
E-mail: [mailto:CICombudsman@red.nv.gov](mailto:mailto:CICombudsman@red.nv.gov) <http://red.nv.gov/>

## INSTRUCTIONS FOR REGISTRATION OF AN ASSOCIATION OR CONDOMINIUM HOTEL

This information sheet is intended to assist the public in understanding the process of registering an association or condominium hotel with the Office of the Ombudsman for Owners in Common-Interest Communities, which is required by NRS 116.31158 and NRS 116B.625.

**The Initial Registration form (Form 603)** should be used when an association or condominium hotel registers with the Office of the Ombudsman for Owners in Common-Interest Communities for the first time (provided that the association organized no later than the date the first unit in the common-interest community was conveyed.) This registration is required pursuant to NRS 116.3101 and NRS 116B.415 to comply with chapters 78, 81, 82, 86, 87, 88 and 88A of the Nevada Revised Statutes and must be completed before filing the articles of incorporation, certificates of registration or certificates of limited partnership, or any certificate of amendment thereof, with the Secretary of State.

\*\*\*Note: Please check with the Department of Taxation to determine whether the association is required to have a business license.

The following documents are required to be submitted to the Division for an Initial Association Registration Application:

1. Initial Association Registration Application form 603:
  - The form is available at: <http://red.nv.gov/uploadedFiles/rednv.gov/Content/Forms/603.pdf>
2. Permit Registration Letter issued by the Projects Section of the Nevada Real Estate Division:
  - Please call Jean McFeaters at 702-486-4480 Option 5 for the Projects Section of the Division;
3. Recorded Plat Map or Maps;
4. CC&R's (Covenants, Conditions, & Restrictions):
  - Draft is okay; needs to correspond with Initial Association's name;
5. Bylaws – Draft is okay; needs to correspond with Initial Association's name;
6. Copy of Articles of Incorporation you intend to file with the Nevada Secretary of State:
  - Nonprofit Articles of Incorporation
  - Registered Agent Acceptance

For the Initial Registration to be processed in a timely manner:

- Items 1-6 should be emailed to [CICombudsman@red.nv.gov](mailto:CICombudsman@red.nv.gov);
- The subject line of the email should read, "Initial Registration Filing – *Indented name of the Association*;
- Please indicate in the body of the email how the certificate will be returned to the party filing the Initial:
  - Picked up at the Division
  - Mailed to an address indicated within the body of the email

### **No monies should be submitted with an Initial Registration Filing.**

Please direct questions to the Division's CIC Supervisor at:

REAL ESTATE DIVISION  
COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS PROGRAM  
3300 WEST SAHARA AVENUE, SUITE 325  
LAS VEGAS, NEVADA 89102  
(702) 486-4480 • Fax (702) 486-4520  
Statewide Toll-Free Telephone: (877) 829-9907

# Initial Registration of New Association continued

- A unit-owners' association must be organized no later than the date the first unit is conveyed (sold);
- The association must be organized as a profit or nonprofit corporation, association, limited-liability company, trust, partnership or any other form of organization authorized by state law;
- Contain in its name the words "common-interest community," "community association," "master association," "homeowners' association" or "unit-owners' association"; and
- Register with the Secretary of State its articles, complying with the applicable provisions of state law.

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION  
OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS  
3300 W. Sahara Ave. Ste. 350 \* Las Vegas, NV 89102  
(702) 486-4480 \* Toll free: (877) 829-9907 \* Fax: (702) 486-4520  
E-mail: [mailto:CICombudsman@red.nv.gov](mailto:mailto:CICombudsman@red.nv.gov) <http://red.nv.gov/>

## INSTRUCTIONS FOR REGISTRATION OF AN ASSOCIATION OR CONDOMINIUM HOTEL

This information sheet is intended to assist the public in understanding the process of registering an association or condominium hotel with the Office of the Ombudsman for Owners in Common-Interest Communities, which is required by NRS 116.31158 and NRS 116B.625.

**The Initial Registration form (Form 603)** should be used when an association or condominium hotel registers with the Office of the Ombudsman for Owners in Common-Interest Communities for the first time (provided that the association organized no later than the date the first unit in the common-interest community was conveyed.) This registration is required pursuant to NRS 116.3101 and NRS 116B.415 to comply with chapters 78, 81, 82, 86, 87, 88 and 88A of the Nevada Revised Statutes and must be completed before filing the articles of incorporation, certificates of registration or certificates of limited partnership, or any certificate of amendment thereof, with the Secretary of State.

\*\*\*Note: Please check with the Department of Taxation to determine whether the association is required to have a business license.

The following documents are required to be submitted to the Division for an Initial Association Registration Application:

1. Initial Association Registration Application form 603:
  - The form is available at: <http://red.nv.gov/uploadedFiles/rednvgov/Content/Forms/603.pdf>
2. Permit Registration Letter issued by the Projects Section of the Nevada Real Estate Division:
  - Please call Jean McFeaters at 702-486-4480 Option 5 for the Projects Section of the Division;
3. Recorded Plat Map or Maps;
4. CC&R's (Covenants, Conditions, & Restrictions):
  - Draft is okay; needs to correspond with Initial Association's name;
5. Bylaws – Draft is okay; needs to correspond with Initial Association's name;
6. Copy of Articles of Incorporation you intend to file with the Nevada Secretary of State:
  - Nonprofit Articles of Incorporation
  - Registered Agent Acceptance

For the Initial Registration to be processed in a timely manner:

- Items 1-6 should be emailed to [CICombudsman@red.nv.gov](mailto:CICombudsman@red.nv.gov);
- The subject line of the email should read, "Initial Registration Filing – *Indented name of the Association*;
- Please indicate in the body of the email how the certificate will be returned to the party filing the Initial:
  - Picked up at the Division
  - Mailed to an address indicated within the body of the email

**No monies should be submitted with an Initial Registration Filing.**

Please direct questions to the Division's CIC Supervisor at:

REAL ESTATE DIVISION  
COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS PROGRAM  
3300 WEST SAHARA AVENUE, SUITE 325  
LAS VEGAS, NEVADA 89102  
(702) 486-4480 • Fax (702) 486-4520  
Statewide Toll-Free Telephone: (877) 829-9907

# Annual Registration

- This registration form and the annual per unit fee of \$4.25 **MUST** be received by the Ombudsman's Office, no earlier than 45 days and no later than the last business day in the month the association incorporated with the Office of the Secretary of State.
- If the association fails to pay the fee on time, the Division shall impose an administrative penalty totaling 10% of the fees owed or \$500, whichever is less. NRS 116.31155(4)
- The amount of the unpaid fees bears interest equal to the prime rate at the largest bank in NV, as ascertained by the Commissioner of Financial Institutions from the date owed to the date the fees are paid in full. NRS 116.311155(4)

Office of the Ombudsman for CICCH

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION  
OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS  
3300 W. Sahara Ave. Ste. 350 \* Las Vegas, NV 89102  
(702) 486-4480 \* Toll free: (877) 829-9907 \* Fax: (702) 486-4520  
E-mail: [mailto:CICCOmbudsman@red.nv.gov](mailto:mailto:CICCOmbudsman@red.nv.gov) <http://red.nv.gov/>

**ANNUAL ASSOCIATION REGISTRATION**

Association's legal name: \_\_\_\_\_  
*(As it appears in the Articles of Incorporation/Secretary of State's website)*

Subdivision name(s) for the Association: \_\_\_\_\_  
*(As it appears on the County Assessor's website)*

Nevada Secretary of State (SOS) entity number: \_\_\_\_\_ SOS original filing date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(For SOS Filing information, visit <http://irsos.gov/assentinfosearch/>)*

Is the Association identified as a Master or Sub-association, per the CC&Rs: .....  Master  Sub-Association  Neither  
If identified as a Sub-Association, please indicate the name of the Master Association: \_\_\_\_\_

**Association's physical address:** \_\_\_\_\_  
*(If no address list closest cross streets)*

City: \_\_\_\_\_ State: **NV** Zip: \_\_\_\_\_

County the association is located in: \_\_\_\_\_

Association Telephone Number: \_\_\_\_\_

**Current Notification Address for Division Use:**

C/O: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Pursuant to NRS 116.3101 and NRS 116B.415, indicate the type of common-interest community (choose one):**

Profit corporation  Non-profit corporation  Trust  General partnership  Limited partnership  Limited liability company

Is the association a **(check one)**: .....  Condominium  Cooperative  Condominium Hotel  Planned Community

If a planned community, indicate unit type:  Single Family Dwelling  Condominium  Duplex  Townhouse  Manufactured Housing

As of this date, the number of units that currently have liens filed against them for unpaid assessments: ..... \_\_\_\_\_

Number of foreclosures, in the prior fiscal year, based on liens for failure of unit owner to pay assessments: ..... \_\_\_\_\_

**Units/Budget/Assessments**

Number of current annexed units: *(See page 3 regarding residential single family dwelling custom homes under Units/Budget/Assessments)* ..... \_\_\_\_\_

Max. (total) # of units declarant reserves right to annex as indicated in the Covenant, Conditions & Restrictions (CC&Rs): ..... \_\_\_\_\_

Have the declarant's developmental rights (right to annex additional units into the community) expired: .....  Yes  No

Date most recent annual meeting was held: ..... (M/D/YR) \_\_\_\_/\_\_\_\_/\_\_\_\_

Accounting Fiscal Year End: ..... (Month/Day): \_\_\_\_/\_\_\_\_

Total annual budgeted assessments (combined assessment amounts for all units within the community): .....\$ \_\_\_\_\_

Total annual budgeted revenue (combined assessment amounts for all units, including interest, other income, etc.): .....\$ \_\_\_\_\_

The most recent independent CPA financial statements, required by NRS 116.31144, were: .....  reviewed  audited  <\$45,000

The fiscal or calendar **year** for which the reviewed or audited financial statements represent: ..... (Year only): \_\_\_\_\_

If required, has the review or audit above been completed: .....  Yes  No

Date the audit/review was completed: ..... (M/D/YR) \_\_\_\_/\_\_\_\_/\_\_\_\_

If not completed, explain: \_\_\_\_\_

---

*For office use only*

Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_ First Date Stamp: \_\_\_\_\_  Walk-in Accepted by: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_

Notes: \_\_\_\_\_ Second Date Stamp: \_\_\_\_\_ Processed By: \_\_\_\_\_

Reserve Study Summary  Master Roster  Correspondence: \_\_\_\_\_

# Registration Filing Addendum

➤ The association shall submit the Registration Filing Addendum to the Division within 30 days of any change in the contact information of a member of the executive board or hired agents.

NAC 116.385

➤ There are no fees associated with this form.

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION  
COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS PROGRAM  
3300 W. Sahara Avenue, Suite 350 \* Las Vegas, NV 89102  
(702) 486-4480 \* Toll free: (877) 829-9907 \* Fax: (702) 486-4520  
E-mail: [CICombudsman@red.nv.gov](mailto:CICombudsman@red.nv.gov) <http://red.nv.gov/>

## REGISTRATION FILING ADDENDUM

The Association shall submit this form to the Division within 30 days of any change in board membership or hired agents, including any change in contact information (NAC 116.385). There are **NO FEES** associated with this form. Any changes submitted are for Division use only and will not be reported to the Secretary of State. If submitted incomplete, this form will not be processed and will be returned to sender.

**Association's Legal Name** \_\_\_\_\_  
*(As it appears in the Articles of Incorporation/Secretary of State's website)*

**Association's Subdivision Name(s)** \_\_\_\_\_  
*(As it appears on the County Assessor's website)*

**Nevada Secretary of State (SOS) Entity Number** \_\_\_\_\_ **SOS Original File Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(For SOS Filing information, visit <http://nvsos.gov/sosentitvsearch/>)*

Is the Association identified as a Master or Sub-Association, per the CC&Rs? .....  Master  Sub-Association  Neither  
If identified as a Sub-Association, please indicate the name of the Master Association \_\_\_\_\_

**Has there been a change in address for correspondence with the Association?** ...  Yes (complete below)  No

C/O \_\_\_\_\_ Attn. \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Association's Telephone Number \_\_\_\_\_ *(This phone number will be supplied to the public)* Fax Number \_\_\_\_\_

**Has there been a change in Management Company?** .....  Yes (complete below)  No  
*If changing management company, complete the Custodian of Record below this section as well.*

Management Company Name \_\_\_\_\_  Same Correspondence Address as above  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
**REQUIRED if YES for this portion:** Date new Management began \_\_\_\_/\_\_\_\_/\_\_\_\_

**Has there been a change in the Association's Custodian of Records?** .....  Yes (complete below)  No

**Individual** *(not company)* designated as the Custodian of Records \_\_\_\_\_  Same as CM  
List the address where the Association's records are located below \_\_\_\_\_  Same as Correspondence Address  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Has there been a change in Community Manager (CM)?** .....  Yes (complete below)  No  
*If changing the community manager, complete the Custodian of Record above this section as well with current Custodian.*

**Name of Licensed Community Manager** \_\_\_\_\_ **CM License #** \_\_\_\_\_  
*(As it appears on the license issued by the Real Estate Division)*

**Name of Management Company:** \_\_\_\_\_

**Licenses type:**  Temporary Certificate  Provisional Designation  Supervisory Designation  
If CM is a Temp or Provisional, Supervising Manager \_\_\_\_\_ Sup. CM License # \_\_\_\_\_

**REQUIRED if YES for this portion:** Date new Manager began \_\_\_\_/\_\_\_\_/\_\_\_\_

**Has there been a change in the Association's Attorney of Record?** .....  Yes (complete below)  No

Name of Law Firm \_\_\_\_\_ Name of Attorney \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

---

**FOR OFFICIAL USE ONLY**

First Date Stamp: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_  
Second Date Stamp: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_



# Certification of Board Members

- Each member of the board shall, within 90 days after joining the board, certify via for 602, that they have read and understand the association's governing documents and applicable laws.
- This form is kept for 10 years as a record of the association. NRS 116.31175(7)
- Do not submit this form to the Division unless requested.

STATE OF NEVADA  
 DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION  
 COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS PROGRAM  
 3300 W. Sahara Avenue, Suite 350 \* Las Vegas, NV 89102  
 (702) 486-4480 \* Toll free: (877) 829-9907 \* Fax: (702) 486-4520  
 E-mail: [CICombudsman@red.nv.gov](mailto:CICombudsman@red.nv.gov) <http://red.nv.gov/>

### REGISTRATION FILING ADDENDUM

*The Association shall submit this form to the Division within 30 days of any change in board membership or hired agents, including any change in contact information (NAC 116.385). There are NO FEES associated with this form. Any changes submitted are for Division use only and will not be reported to the Secretary of State. If submitted incomplete, this form will not be processed and will be returned to sender.*

**Association's Legal Name** \_\_\_\_\_  
(As it appears in the Articles of Incorporation/Secretary of State's website)

**Association's Subdivision Name(s)** \_\_\_\_\_  
(As it appears on the County Assessor's website)

**Nevada Secretary of State (SOS) Entity Number** \_\_\_\_\_ **SOS Original File Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(For SOS Filing information, visit <http://nvsos.gov/sosentitvsearch/>)

Is the Association identified as a Master or Sub-Association, per the CC&Rs? .....  Master  Sub-Association  Neither  
 If identified as a Sub-Association, please indicate the name of the Master Association \_\_\_\_\_

**Has there been a change in address for correspondence with the Association?** ...  Yes (complete below)  No

C/O \_\_\_\_\_ Attn. \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Association's Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
(This phone number will be supplied to the public)

**Has there been a change in Management Company?** .....  Yes (complete below)  No  
If changing management company, complete the Custodian of Record below this section as well.

Management Company Name \_\_\_\_\_  Same Correspondence Address as above  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**REQUIRED if YES for this portion:** Date new Management began \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

**Has there been a change in the Association's Custodian of Records?** .....  Yes (complete below)  No

**Individual** (not company) designated as the Custodian of Records \_\_\_\_\_  Same as CM  
 List the address where the Association's records are located below \_\_\_\_\_  Same as Correspondence Address  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Has there been a change in Community Manager (CM)?** .....  Yes (complete below)  No  
If changing the community manager, complete the Custodian of Record above this section as well with current Custodian.

**Name of Licensed Community Manager** \_\_\_\_\_ **CM License #** \_\_\_\_\_  
(As it appears on the license issued by the Real Estate Division)

**Name of Management Company:** \_\_\_\_\_

**Licenses type:**  Temporary Certificate  Provisional Designation  Supervisory Designation  
 If CM is a Temp or Provisional, Supervising Manager \_\_\_\_\_ Sup. CM License # \_\_\_\_\_

**REQUIRED if YES for this portion:** Date new Manager began \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

**Has there been a change in the Association's Attorney of Record?** .....  Yes (complete below)  No

Name of Law Firm \_\_\_\_\_ Name of Attorney \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

---

**FOR OFFICIAL USE ONLY**

First Date Stamp: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_  
 Second Date Stamp: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_

# Knowledge Check

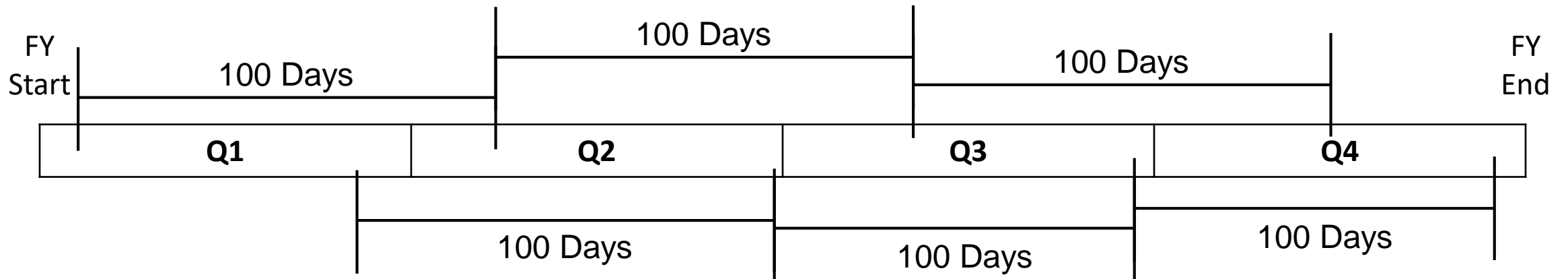


1. Which form is used to register a CIC with the Ombudsman for the first time?
2. True/False: An association **MUST** be organized as a nonprofit corporation.
3. Which form is used for annual registration with the Ombudsman?
4. What form is used to update the Ombudsman regarding board member or hired agents contact information?
5. Which form do new board members complete within 90 days of assuming their seat on the board?

# Executive Board Meeting: Frequency

NRS 116.31083(2)

- Meeting must be held at least once every quarter, not less than 100 days
  - Two of which, must be at a time other than normal business hours.



# Executive Board Meeting: Content

NRS 116.31083(2)

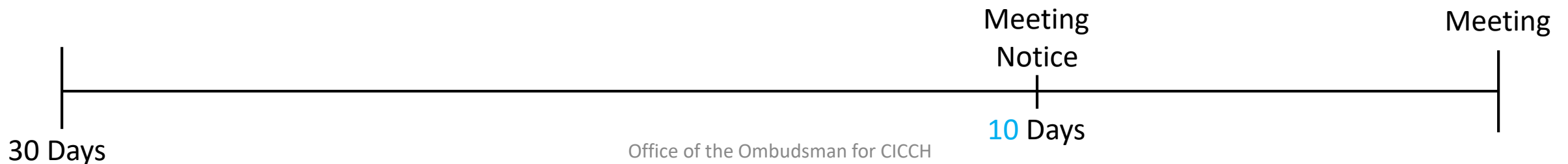
- At each meeting, the board SHALL review the following minimal financial information:
  - A current year-to-date financial statement;
  - A current year-to-date schedule of revenues and expenses of all operating and reserve accounts, compared to the budget for those accounts;
  - A current reconciliation of the operating and reserve accounts;
  - The latest account statements issued by the financial institutions where the funds are maintained; and
  - The current status of any civil action or claim submitted to arbitration or mediation in which the association is a party.



# Executive Board Meeting: Notice

NRS 116.31083(2)

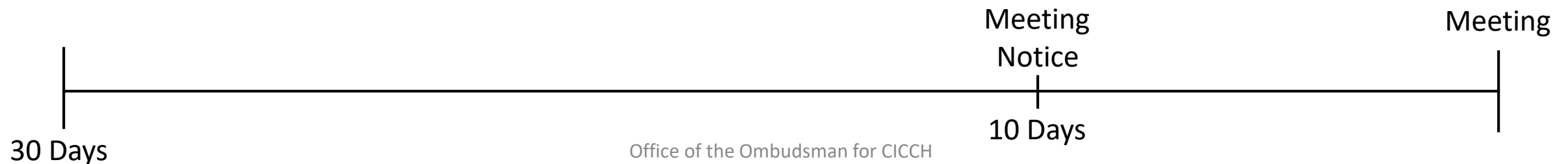
- Unless the bylaws require a longer period, not less than **10** days before the meeting the designated officer shall cause notice of the meeting to be given to unit owners.
- Can be sent via:
  - Hand delivery;
  - US mail, postage paid;
  - Email if the owner has provided an address; or
  - Published in a newsletter or other publication that is circulated to each unit's owner.



# Executive Board Meeting: Notice continued

NRS 116.31083(2)

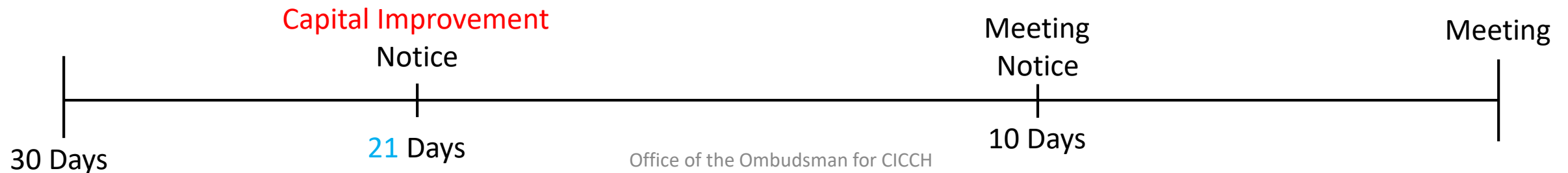
- The notice MUST include:
  - The time and place of the meeting;
  - A copy of the agenda, OR state the date and location(s) where copies of the agenda may be conveniently obtained by the unit's owner;
  - Notification of the right of a unit's owner to have a copy of the audio recording, minutes, or a summary of the minutes provided to the unit's owner upon request; and
  - Speak at the meeting (except during executive sessions)



# Executive Board Meeting: Capital Improvements

NRS 116.31088(1)

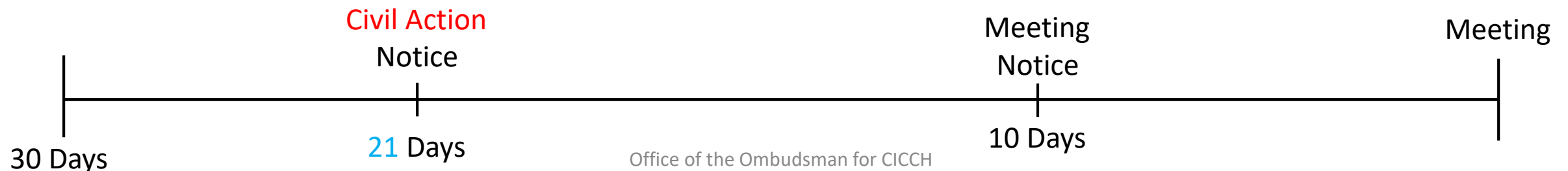
- IF an assessment for a **capital improvement** project is to be considered or action is to be taken,
  - The association shall provide written notice to each unit owner, at least **21** calendar days before the meeting.



# Executive Board Meeting: Civil Actions

NRS 116.31088(1)

- IF an association is considering commencement of a **civil action** the association shall provide written notice to each unit owner, at least **21** calendar days before the meeting.
- Does not apply to civil actions to:
  - Enforce the payment of an assessment;
  - Enforce CC&Rs, bylaws or rules;
  - Enforce vendor contracts;
  - Initiate a counterclaim; or
  - Protect the health, safety and welfare of the CIC.





# Executive Board Meeting: Emergencies

NRS 116.31083(4)

- An emergency is defined as any occurrence that:
  - Could not have been reasonably foreseen;
  - Affects the health, welfare, safety of residents;
  - Requires immediate attention of and possible action by the executive board;  
and
  - Makes it impracticable to comply with notice and agenda requirements.
- Notice must be sent prepaid US mail. If this is not possible, notice must be:
  - Hand delivered or
  - Posted in a prominent place(s) within the CIC.



# Executive Board Meeting: Executive Sessions

NRS 116.31083(3)

- If the executive session is limited exclusively to discussing a violation of the governing documents (holding a hearing):
  - The secretary or other officer specified in the bylaws is required to **give notice of the meeting ONLY to a person who may be subject to a hearing** scheduled for that meeting.
- If the executive session is limited exclusively to consulting with the attorney on privileged matters :
  - The secretary or other officer specified in the bylaws is required to **POST** notice of the executive session in one or more prominent places in the community AND provide electronic notice to all units' owners who have provided the association with an email address.
- Notification is only provided to keep unit owners in the loop, unit owners are not entitled to attend meetings held in executive session.



# Knowledge Check

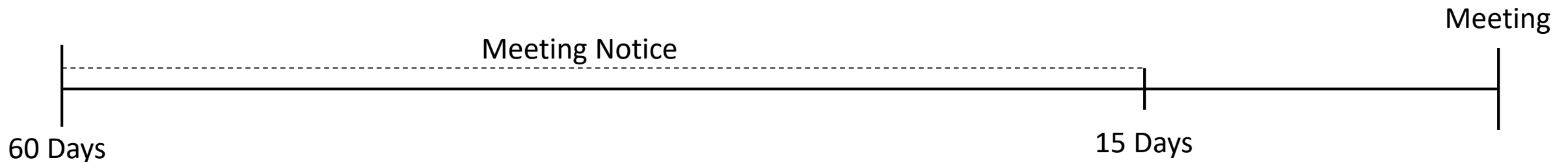


1. How frequent must the executive board meet?
2. Not less than \_\_\_\_ days before an executive board meeting, notice must be given to unit owners.
3. If an assessment for a capital improvement is to be considered, the association shall provide written notice to each owner at least \_\_\_\_ days before the meeting.
4. What 4 factors are required for a situation to be classified as an emergency which would warrant an emergency meeting?
5. If the executive session is held exclusively to hold a violation hearing, must the board provide notice to all unit owners?

# Unit Owner Meeting: Notice

NRS 116.3108(3)

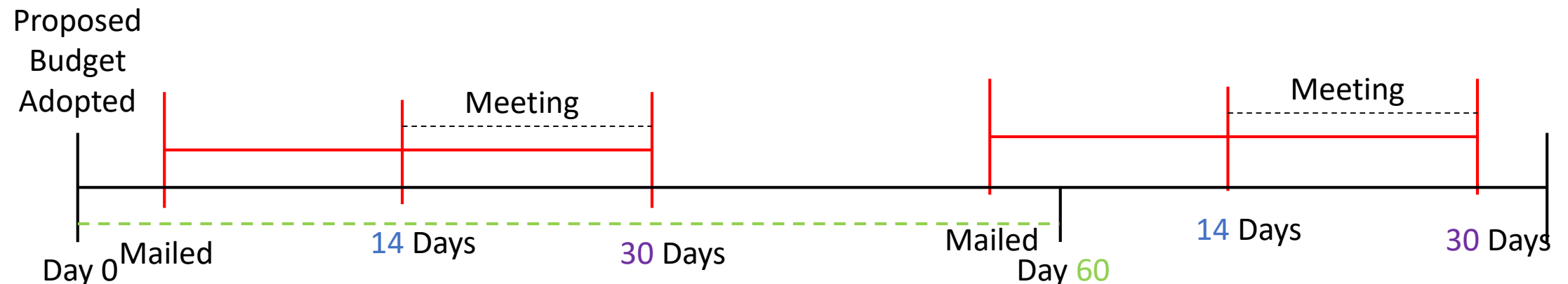
- Between 15 and 60 days before the meeting, the specified officer shall cause notice to be delivered stating the time and place of the meeting. Notice includes:
  - A copy of the agenda (any amendments to CC&R, fees or assessments to be imposed or decreased, budgetary changes, proposal to remove a board member, etc.);
  - Notice of a unit owner's right to have a copy of the minutes or a summary of the minutes provided upon request; and
  - Notice of a unit owner's right to speak to the association or executive board.



# Unit Owner Meeting: Budget Ratification (All)

NRS 116.31151(3)

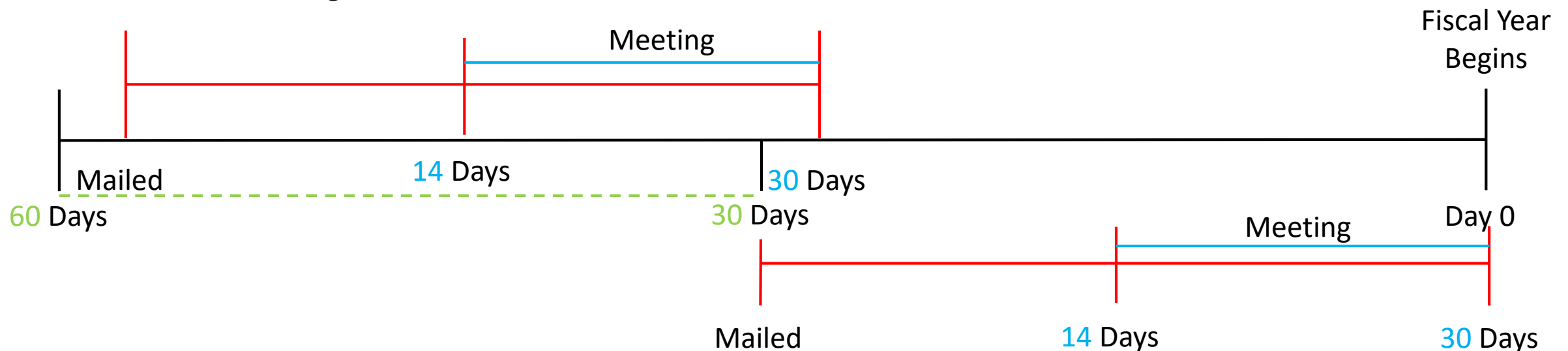
- Within 60 days after adoption of any proposed budget, the board shall:
  - Provide a summary of the proposed budget to each unit's owner and
  - Not less than 14 days or more than 30 days after mailing, set a date for a meeting of the unit's owners to consider ratification.



# Unit Owner Meeting: Budget Ratification (Annual)

NRS 116.31151(1)

- Unless the declaration imposes more stringent standard, 30 to 60 days before the beginning of the fiscal year of the association:
  - The board shall prepare and distribute a copy of the daily operation budget, the reserve budget, fine schedule (NRS 116.31031(3) and collection policy (NRS 116.31151(4)).
  - Not less than 14 days or more than 30 days after mailing, shall set a date for a meeting of the unit's owners to consider ratification.



# Unit Owner Meeting: Elections (Nominations)

NRS 116.31034

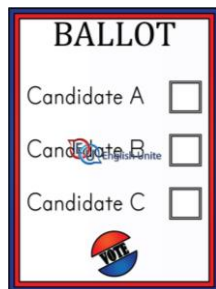
- Not less than 30 days before the preparation of a ballot, the specified officer shall cause notice to be given to each unit owner:
  - Of their eligibility to serve as a member of the board;
  - That each qualified unit owner may have their name placed on the ballot;
  - If the duly elected process has been authorized and how it is implemented; and
  - The nomination and candidate disclosure forms.



# Unit Owner Meeting: Elections (Ballots)

NRS 116.31034

- At least 15 days before the meeting where the ballots are to be opened and counted the association shall prepare and mail:
  - The ballots,
  - Candidate disclosures, and
  - If requested in writing by the candidate, a candidate informational statement.

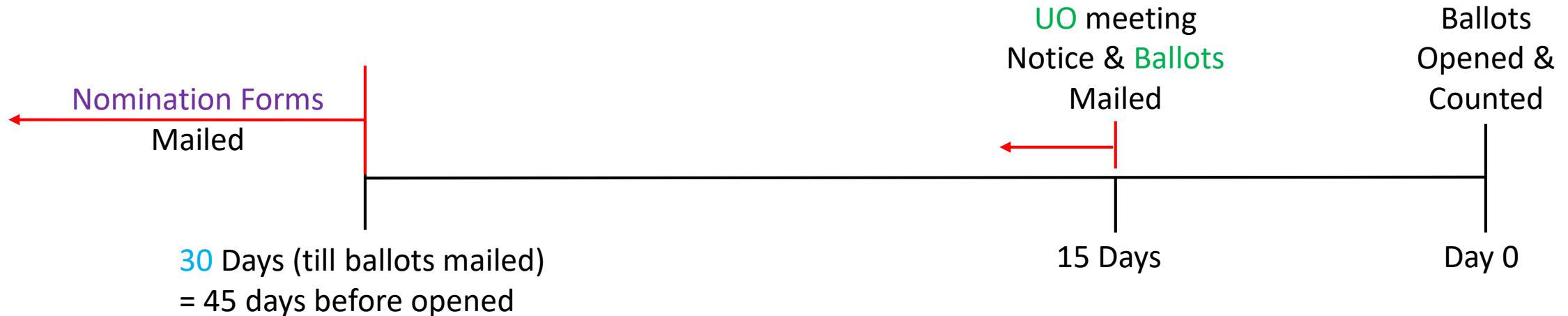




# Unit Owner Meeting: Elections Timeline

NRS 116.31034

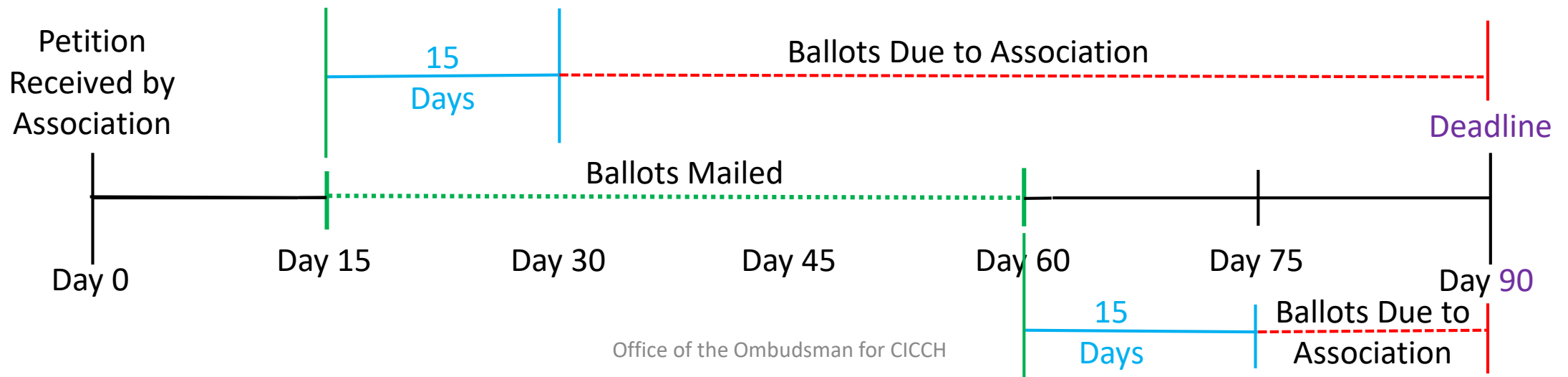
- At least 15 before the **Ballots** are opened, they are distributed.
  - Often sent with the **Unit Owners** Meeting notice
- Not less than **30** days before ballots are prepared, **nomination forms** are mailed.



# Unit Owner Meeting: Removal Elections

NRS 116.31034

- No later than 90 days after the petition is received by the board, a **special meeting** of the units owners must be held to open and count the ballots.
- Between 15 and 60 days after a recall petition is received by the association,
  - ballots for the removal MUST be **mailed** to each unit owner.
- Unit owners must be provided at least 15 days to **return** the removal ballot. Special meeting may occur anytime after this 15 days.



# Knowledge Check



1. Notice of a meeting of the unit owners is sent between \_\_\_\_ and \_\_\_\_ days before the meeting.
2. Within \_\_\_\_ days after adopting any proposed budget, the board shall provide a summary of the proposed budget to each unit owner.
3. Not less than \_\_\_\_ days before the preparation of a ballot, nomination notices are sent.
4. Ballots are sent at least \_\_\_\_ days before the meeting where they are to be counted.
5. A recall meeting must be set no later than \_\_\_\_ days after a recall petition is received.

# Budgeting: Reserve Study

NRS 116.31152

- The board shall:
  - cause a study of the reserves to be conducted at least once every 5 years.
  - review the results of the most recent study at least annually.
  - make any necessary adjustments to the funding plan to provide adequate funding of the reserve account.
- No later than 210 days after the executive board receives a draft of the study, the board **SHALL** submit a summary to the Division, electronically if possible, via Form 609. NAC 116.435
- No later than 45 days after the board adopts the results of a study, a summary **MUST** be submitted to the Division.



# Budgeting: Review & Audit

NRS 116.31144

- If the association's annual budget is between:
  - \$45,000 - \$74,999 - the board shall cause the financial statement(s) of the association to be **reviewed** by an independent certified public accountant (CPA) during the year immediately preceding the year in which a reserve study is to be conducted (year 4 of the 5 year cycle).
  - \$75,000 - \$149,999 – the board shall cause the financial statement of the association to be **reviewed** by an independent CPA every fiscal year.
  - \$150,000 or greater – the board shall cause the financial statement of the association to be **audited** by an independent CPA every fiscal year.





# Notice: Changes to Governing Documents

- Governing documents include:
  - The Declaration/CC&Rs;
  - The Articles of Incorporation, organization, etc;
  - The bylaws;
  - Rules & Regulations; and
  - Any other documents which dictate the operation of the CIC. (reserve study, fine schedule, collection policy, design guidelines, resolutions, etc.)

NRS 116.049
  
- Within 30 days after a change is made to the governing documents:
  - The secretary or designated officer SHALL prepare and cause to be delivered [to the unit owners] a copy of the change(s) made.

NRS 116.12065

# Notice: Unavailability of Insurance

NRS 116.3113(3)

If any legally required insurance is not reasonably available, the association SHALL cause notice of that fact to be promptly given to all units' owners.



# Notice: Cancellation of Insurance

NRS 116.31133(3)

- The insurer who issued the policy may not cancel or refuse to renew it until 30 days **AFTER** notice of the proposed cancellation or nonrenewal has been **MAILED** to:
  - The association,
  - Each unit owner, and
  - Each holder of a security interest.





# Notice: Of a Violation

NRS 116.31031

## ➤ No fine may be imposed unless

- not less than 30 days before the alleged violation, the violator had been provided written notice of the applicable provisions of the governing documents that describe the violation, **and**
- within a reasonable time after the discovery of the alleged violation, the violator has been provided with;
  - Written notice
    - specifying in detail the alleged violation
    - the amount of the fine, **and**
    - the date, time and location for a hearing, **and**
  - a reasonable opportunity to cure the alleged violation or to contest the alleged violation at the hearing.
- A unit's owner is deemed to have received written notice when it is mailed to the address of the unit **and** to a mailing address specified by the unit's owner, if different.



# Notice: Of Towing

NRS 116.31031

- At least **48 hours** before the association may direct the removal of an improperly parked vehicle on a private street:
  - The association must post written notice in a conspicuous place on the vehicle **OR** provide oral or written notice to the owner or operator of the vehicle, unless:
    - The vehicle is blocking a fire hydrant, fire lane or parking space designated for the handicapped; or
    - Poses an imminent threat of causing a substantial adverse effect on the health, safety, or welfare of the units' owners or residents of the common-interest community.



# Notice: Delinquent Assessment

NRS 116.31162(4)

- Not earlier than **60 days** after the obligation [NRS 310313(3)(b)] becomes past due:
  - The association must mail to the address on file for the unit's owner or, if authorized by the parties, deliver by electronic transmission: a schedule of the fees that may be charged if the unit's owner fails to pay the past due obligation;
  - a proposed repayment plan;
  - a notice of the right to contest the past due obligation at a hearing before the executive board; **and**
  - the procedures for requesting such a hearing.



# Notice: Default & Election to Sell

NRS 116.31162(1)(b)

- This notice is sent no less than **30 days** after mailing or delivering by electronic transmission the Notice of Delinquent Assessment.
- This notice must contain the same information as the notice of delinquent assessment and also describe the total amount of the deficiency in payment, with a separate statement of:
  - the amount of the association's lien that is prior to the first security interest on the unit as of the date of the notice;
  - the amount of the lien that is attributable to assessments as of the date of the notice;
  - the amount of the lien that is attributable to abatement as of the date of the notice; and
  - the amount of the lien that is attributable to the costs of enforcing the association's lien as of the date of the notice (look to the law for additional inclusions).



# Notice: Default & Election to Sell continued

NRS 116.31162(1)(b)

- The notice of default and election to sell must be signed by the person designated in the declaration or by the association for that purpose. If no one is designated, by the president.
- The notice must also be recorded in the county in which the CIC is located.



# Notice: Sale

NRS 116.311635

- If the unit's owner or his/her successor in interest fails to pay the amount of the lien within **90 days** following the recordation of the notice of default and election to sell, the association shall give notice of the time and place of the sale by recording the notice of sale before selling the unit **and**:
  - posting a similar notice particularly describing the unit for **20 consecutive days** in a public place in the county where the unit is situated;
  - Publishing a copy of the notice **three times**, once each week for **three consecutive weeks**, in a newspaper of general circulation in the county where the unit is situated; **and**
  - Mailing a copy of the notice of sale, on or before the date of first publication or posting, by certified or registered mail, return receipt requested, to the unit's owner or his or her successor in interest at his or her address, if known, and to the address of the unit.



SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<p>1. Complete items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.</p>	<p>1. <input type="checkbox"/> Signature 2. <input type="checkbox"/> Agent 3. <input type="checkbox"/> Address 4. <input type="checkbox"/> Return to sender if no address 5. <input type="checkbox"/> Return to sender if no return address 6. <input type="checkbox"/> Return to sender if no return address 7. <input type="checkbox"/> Return to sender if no return address 8. <input type="checkbox"/> Return to sender if no return address 9. <input type="checkbox"/> Return to sender if no return address 10. <input type="checkbox"/> Return to sender if no return address 11. <input type="checkbox"/> Return to sender if no return address 12. <input type="checkbox"/> Return to sender if no return address 13. <input type="checkbox"/> Return to sender if no return address 14. <input type="checkbox"/> Return to sender if no return address 15. <input type="checkbox"/> Return to sender if no return address 16. <input type="checkbox"/> Return to sender if no return address 17. <input type="checkbox"/> Return to sender if no return address 18. <input type="checkbox"/> Return to sender if no return address 19. <input type="checkbox"/> Return to sender if no return address 20. <input type="checkbox"/> Return to sender if no return address 21. <input type="checkbox"/> Return to sender if no return address 22. <input type="checkbox"/> Return to sender if no return address 23. <input type="checkbox"/> Return to sender if no return address 24. <input type="checkbox"/> Return to sender if no return address 25. <input type="checkbox"/> Return to sender if no return address 26. <input type="checkbox"/> Return to sender if no return address 27. <input type="checkbox"/> Return to sender if no return address 28. <input type="checkbox"/> Return to sender if no return address 29. <input type="checkbox"/> Return to sender if no return address 30. <input type="checkbox"/> Return to sender if no return address 31. <input type="checkbox"/> Return to sender if no return address 32. <input type="checkbox"/> Return to sender if no return address 33. <input type="checkbox"/> Return to sender if no return address 34. <input type="checkbox"/> Return to sender if no return address 35. <input type="checkbox"/> Return to sender if no return address 36. <input type="checkbox"/> Return to sender if no return address 37. <input type="checkbox"/> Return to sender if no return address 38. <input type="checkbox"/> Return to sender if no return address 39. <input type="checkbox"/> Return to sender if no return address 40. <input type="checkbox"/> Return to sender if no return address 41. <input type="checkbox"/> Return to sender if no return address 42. <input type="checkbox"/> Return to sender if no return address 43. <input type="checkbox"/> Return to sender if no return address 44. <input type="checkbox"/> Return to sender if no return address 45. <input type="checkbox"/> Return to sender if no return address 46. <input type="checkbox"/> Return to sender if no return address 47. <input type="checkbox"/> Return to sender if no return address 48. <input type="checkbox"/> Return to sender if no return address 49. <input type="checkbox"/> Return to sender if no return address 50. <input type="checkbox"/> Return to sender if no return address 51. <input type="checkbox"/> Return to sender if no return address 52. <input type="checkbox"/> Return to sender if no return address 53. <input type="checkbox"/> Return to sender if no return address 54. <input type="checkbox"/> Return to sender if no return address 55. <input type="checkbox"/> Return to sender if no return address 56. <input type="checkbox"/> Return to sender if no return address 57. <input type="checkbox"/> Return to sender if no return address 58. <input type="checkbox"/> Return to sender if no return address 59. <input type="checkbox"/> Return to sender if no return address 60. <input type="checkbox"/> Return to sender if no return address 61. <input type="checkbox"/> Return to sender if no return address 62. <input type="checkbox"/> Return to sender if no return address 63. <input type="checkbox"/> Return to sender if no return address 64. <input type="checkbox"/> Return to sender if no return address 65. <input type="checkbox"/> Return to sender if no return address 66. <input type="checkbox"/> Return to sender if no return address 67. <input type="checkbox"/> Return to sender if no return address 68. <input type="checkbox"/> Return to sender if no return address 69. <input type="checkbox"/> Return to sender if no return address 70. <input type="checkbox"/> Return to sender if no return address 71. <input type="checkbox"/> Return to sender if no return address 72. <input type="checkbox"/> Return to sender if no return address 73. <input type="checkbox"/> Return to sender if no return address 74. <input type="checkbox"/> Return to sender if no return address 75. <input type="checkbox"/> Return to sender if no return address 76. <input type="checkbox"/> Return to sender if no return address 77. <input type="checkbox"/> Return to sender if no return address 78. <input type="checkbox"/> Return to sender if no return address 79. <input type="checkbox"/> Return to sender if no return address 80. <input type="checkbox"/> Return to sender if no return address 81. <input type="checkbox"/> Return to sender if no return address 82. <input type="checkbox"/> Return to sender if no return address 83. <input type="checkbox"/> Return to sender if no return address 84. <input type="checkbox"/> Return to sender if no return address 85. <input type="checkbox"/> Return to sender if no return address 86. <input type="checkbox"/> Return to sender if no return address 87. <input type="checkbox"/> Return to sender if no return address 88. <input type="checkbox"/> Return to sender if no return address 89. <input type="checkbox"/> Return to sender if no return address 90. <input type="checkbox"/> Return to sender if no return address 91. <input type="checkbox"/> Return to sender if no return address 92. <input type="checkbox"/> Return to sender if no return address 93. <input type="checkbox"/> Return to sender if no return address 94. <input type="checkbox"/> Return to sender if no return address 95. <input type="checkbox"/> Return to sender if no return address 96. <input type="checkbox"/> Return to sender if no return address 97. <input type="checkbox"/> Return to sender if no return address 98. <input type="checkbox"/> Return to sender if no return address 99. <input type="checkbox"/> Return to sender if no return address 100. <input type="checkbox"/> Return to sender if no return address</p>

# Notice: Sale continued

NRS 116.311635

- Additionally, a copy of the notice of sale must be served by a person who is 18 years of age or older and who is not a party to or interested in the sale by personally delivering a copy of the notice of sale to an occupant of the unit who is of suitable age or by posting a copy of the notice of sale in a conspicuous place on the unit.
- Any copy of the notice of sale required to be served must include the amount necessary to satisfy the lien as of the date of the proposed sale and the warning included in NRS 116.311635(3)(b).



# Notice: Interruption of Utilities

NRS 116.345

- At least **10 days** before the association interrupts any utility service, the association:
  - shall send a written notice of its intent to interrupt service.
- An association **may not** interrupt any utility service except for the nonpayment of utility charges when due.
- The interruption of any utility service must be performed in accordance with all laws, regulations and governing documents.





# Knowledge Check



1. Reserve studies must be conducted at least once every \_\_\_ years.
2. Within \_\_\_ days after a change is made to the governing documents, a copy of the change(s) shall be delivered to owners.
3. True/False: A unit owner is deemed to have received written notice (of a violation) when it is mailed **or** emailed to the unit owner.
4. Can an association interrupt utility services to a unit as penalty for a violation of the governing documents?
5. The association shall send a written notice of its intent to interrupt utility services at least \_\_\_ days before they are shut off for nonpayment.

# Conclusion!



- Introduction
- Forms
- Executive Board Meetings
- Unit Owner Meetings
- Budgeting
- Other Notices

# Questions?

- <http://red.nv.gov/> - Main Page
- [CICOmbudsman@red.nv.gov](mailto:CICOmbudsman@red.nv.gov) – Email Questions
- [http://red.nv.gov/Content/CIC/Program\\_Training/](http://red.nv.gov/Content/CIC/Program_Training/)