

Summer Series Class Descriptions – Office of the Ombudsman

Subject: Intro to Series/Ombudsman Office

This introductory class will provide information on how the series is going to be conducted and what the functions of the Office of the Ombudsman for Common-Interest-Communities and Hotel Condominiums are. This will be a brief overview for those not familiar with the office and will provide a good starting point for discussion.

Subject: Officers

The Officers class will discuss the functions of the Officers of a Homeowners Association. The basics of the responsibilities of the President, Secretary and Treasurer will be covered as well as potential additional officers a HOA can have.

Subject: Meetings

The Meetings class will discuss briefly what types of meetings a HOA has, who runs the meetings and common meeting protocol. Laws that relate to HOA meetings will also be highlighted.

Subject: Recordkeeping

The Recordkeeping class will discuss the responsibility of a HOA to maintain accurate and reliable records for viability. It will also cover the roles that need to be filled to ensure proper recordkeeping.

Subject: Community Mgr.

The Community Manager (CAM) class covers the qualifications, such as licensing, that a CAM must have for the Board to hire them and what can and cannot be delegated to this professional. The class will also cover the types of CAMs that exist and highlights fiduciary duties.

Subject: Intro to Elections

This introductory class will cover elections in a brief summary. It will discuss the laws related to elections and who can and cannot run for election.

Subject: Elections in Action

The Elections in Action class will follow a mock election process to ensure timelines, as required by NRS 116, are being followed.

Subject: Intro to Insurance

This introductory class will discuss what insurance is required by NRS 116, how to mitigate risks and how to prevent some risk with maintenance. This class is taught as an overview, expert advice from a professional in the insurance industry is recommended.

Subject: Overview of Reserves

The class on Reserves covers the basics of a reserve study, what it is, who conducts one, how it can be conducted and different options for funding. This class is an overview; expert advice from a professional is recommended.

Subject: Intro to Unit Owners

The introductory class to Unit Owners will cover some of the basic responsibilities of a unit owner in a Homeowner Association. Discussion on involvement with the board will be covered as well.

Subject: Unit Owners Rights

The Unit Owners' Rights class will discuss common misconceptions associated with living in a HOA and the rights of the Unit Owner. It will also discuss common interactions and provide a starting point from problem resolution.

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Subject: Intro to Fiscal Control

The Intro to Fiscal Control class is the introductory level of accrual accounting, operating and reserve accounts, and financial statements. The class will cover the basics of what is required of HOAs when it comes to fiscal control.

Subject: Fraud & Fiscal Control

The Fraud and Fiscal Control class delves a little deeper into understanding internal controls with accounting associated with HOAs. It also discusses roles of audits and the legal requirements pursuant NRS 116.

Subject: Intro to Directors

The introductory Intro to Directors class ties together the fiduciary duties of a director along with communication, education, and protections afforded a director serving on a board.

Subject: Director Responsibilities

The Director Responsibilities class will cover ethics, routine duties and management of the HOA. It is part II of the director's classes.

Subject: Problem Resolution

The Problem Resolution class will cover Alternative Dispute Resolution (ADR), Intervention Affidavits, and Statements of Fact. The class will discuss each process and what is to be expected throughout.