

Nevada Community Association Manager Content Outline

The state-specific examination is made up of one hundred (100) scored items. The exam also contains five to ten (5-10) pretest items. The pretest items are not identified and will not affect a candidate's score in any way.

I. TERMINOLOGY AND DEFINITIONS (4-5%)

- A. Condominium Hotels: Definition and Distinctive Features
- B. Community Managers vs Property Manager
- C. Types of Common-Interest Communities
- D. Community Management
- E. Units and Common Elements

II. GOVERNING DOCUMENTS OF COMMON-INTEREST COMMUNITIES (5-7%)

- A. Annexation Agreements
- B. Rules, Resolutions, Policies, Design Guidelines
- C. Bylaws
- D. Articles of Incorporation
- E. Declaration (CC&Rs)
- F. Plat or Final Map

III. GOVERNANCE OF COMMON-INTEREST COMMUNITIES (10-12%)

- A. Record-Keeping Requirements
- B. Roles and Responsibilities of Association Members, Officers, Directors
- C. Role and Responsibilities of Community Manager
- D. Community Management Contract

IV. MEETINGS AND ELECTIONS (10-12%)

- A. Rules for Unit Owners' Meetings
- B. Rules for Board Meetings
- C. Rules for Elections and Removal Elections
- D. Rules for Committees

V. REGULATORY AUTHORITIES AND SCOPE OF OVERSIGHT (15-17%)

- A. Federal Laws
 - 1. Fair Housing and ADA
 - 2. Debt Collections
 - 3. FCC (OTARD)

Questions pertaining to the education and licensing process should be forwarded to Key Realty School:
Email: Email@KeyRealtySchool.com or Toll Free: 800 472 3893

Exam Applicants may register for the licensing exam through the state testing center:
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- 4. Other Federal Laws
- B. State Laws
 - 1. Fair Housing
 - 2. NAC 116 and 116A
 - 3. NRS 116 and 116A
 - 4. Other State Laws (NRS 38, NRS 82, etc.)
- C. Dispute Resolution
 - 1. Mediation and
 - 2. Referee Program
 - 3. Informal Conferencing Program
- D. Administration and Enforcement
 - 1. Powers and Duties of the Ombudsman's Office
 - 2. Powers and Duties of Commission for CICs
 - 3. Powers and Duties of Real Estate Division
- E. Reporting Requirements
 - 1. Notification to the Secretary of State
 - 2. Notification to the Division
 - 3. Notification to the Ombudsman's Office
- F. Required Disclosures in Certificate of Resale and Escrow Demands

VI. DEVELOPER CONTROL AND TRANSITION (3-4%)

- A. Public Offering Statement
- B. Time frames of transition
- C. Transfer Documents

VII. FINANCIAL MANAGEMENT (15-17%)

- A. Budget Preparation and Process
- B. Basic Accrual Accounting
- C. Requirements for Financial Statements and Reports
- D. Required Reserves for CICs
- E. Taxes and Audits
- F. Assessments and Collection Procedures
- G. Surplus funds

VIII. FACILITIES MANAGEMENT (8-10%)

- A. Management of Maintenance and Repairs
- B. Key Features of RFPs and Bid Process
- C. Environmental and Energy Issues
- D. Basic Components of Contracts
- E. Reserve Studies

IX. RISK MANAGEMENT (5-10%)

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- A. Recognition of Possible Construction Defects
- B. Types of Insurance and Required Coverage
- C. Insurance Claims
- D. Governing Document Requirements
- E. Risk Awareness and Risk Mitigation

X. ASSOCIATION POWERS OF ENFORCEMENT (7-8%)

- A. Compliance Policy and Procedures
- B. Fines and Sanctions
- C. Construction Penalties
- D. Maintenance and Abatement
- E. Health and Safety Violations

XI. BUSINESS ETHICS (5-8%)

- A. Conflicts of Interest and Required Disclosures for Board Members
- B. Conflicts of Interest for Community Managers
- C. Required Disclosures for Association Members
- D. Running for Board
- E. Records Turnover
- F. Prohibited Acts

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