BEFORE THE COMMISSION FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS

STATE OF NEVADA

SHARATH CHANDRA, Administrator, REAL ESTATE DIVISION, DEPARTMENT OF BUSINESS AND INDUSTRY, STATE OF NEVADA, Petitioner, vs. BRADFORD PLACE COMMUNITY ASSOCIATION INC. (Entity Number C400-1972), JANICE ARMSTEAD, CARMEN FUENTES, and STEPHANY MARRON, Respondent.	Case No. 2026-366

FILED

SEP 24 2026

NEVADA COMMISSION FOR COMMON INTEREST COMMUNITIES AND CONDOMINIUM HOTELS

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FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER

This matter came on for hearing before the COMMISSION FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS, STATE OF NEVADA ("Commission") on Tuesday, September 8, 2026. (the "Hearing"). Respondent Bradford Place Community Association, Inc. (hereinafter, "RESPONDENT ASSOCIATION") and Respondent Board Members Janice Armstead, Carmen Fuentes, and Stephany Marron (hereinafter, "RESPONDENT BOARD MEMBERS") (collectively, "RESPONDENTS") did not appear in person, or through counsel or otherwise, nor did RESPONDENTS answer the complaint. Phil W. Su, Esq., Senior Deputy Attorney General with the Nevada Attorney General's Office, appeared on behalf of the Real Estate Division of the Department of Business and Industry, State of Nevada (the "Division").

Mr. Su advised the Commission that the RESPONDENTS did not provide an answer to the properly filed Complaint and have not made an appearance on the day and time noticed for hearing. On that basis, the Division requested a default pursuant to NAC 116.585(13). The Division's Commission Coordinator, Maria Gallo, testified that proper service via certified mail was given to the RESPONDENTS. After further discussion, the

Commission found that the Division issued effective notice of the hearing, the Division took all efforts required by law to inform the RESPONDENTS of the matter before the Commission. The Commissioners also admitted the Division's documents CICCH0001-0145 (volume 1) and CICCH0146-2198 (volume 2) as exhibits to the proceedings.

After hearing testimony and examining the evidence presented in this matter, and for good cause appearing, the Commission now enters its Findings of Fact, Conclusions of Law, and Order by default against the RESPONDENTS as follows:

FINDINGS OF FACT

Based on a preponderance of the evidence in the record, and the documents admitted at the Hearing, the Commission voted to find all of the following factual allegations were proven by default:

1. RESPONDENT ASSOCIATION is a common-interest community located in Las Vegas, Nevada (Entity Number C400-1972) with 171 units.

2. As of the date of filing of this Complaint, RESPONDENT ASSOCIATION is presently governed by RESPONDENT BOARD MEMBERS Janice Armstead, Carmen Fuentes, and Stephany Marron.

3. At all times relevant to this Complaint, RESPONDENT ASSOCIATION has been managed by several community association managers, including Heritage Association Management Group from April 1, 2022, through April 31, 2023; Griswold Real Estate Management Company from May 1, 2023, through January 31, 2025; and Level Management beginning February 1, 2025.

4. On April 24, 2026, the Division opened an investigation against RESPONDENTS and issued a Request for Information ("RFI") letter via certified mail to the RESPONDENTS, noting allegations that RESPONDENT ASSOCIATION failed to establish adequate reserves, owed past-due amounts to the Division for per-unit "door fees", and failed to provide for the maintenance, repair and/or replacement of common elements. The RFI requested response within ten (10) business days of the letter.

5. On May 5, 2026, the Division received a response to the RFI with the requested documents.

6. RESPONDENTS' response included a copy of their 2023 reserve study, proof of payment of late "door fees," and an email concerning a 2021 draft audit.

7. RESPONDENTS also provided copies of their budgets, interim financial statements, meeting minutes, and tax documentation from June 2023 through March 2026.

8. RESPONDENTS response noted that the Association lacked funds due to an increase in master policy insurance of 332%, two fires that occurred in 2024 and 2025 with $25,000.00 deductibles each, and negative impacts from the performance of their selected community management companies.

9. The September 21, 2023, reserve study recommended a fully funded plan of $9,918 per month ($58 per unit) [MG1.1]and a twenty percent threshold plan of $7,866 per month ($46 per unit).

10. On November 25, 2025, RESPONDENT notified its homeowners of a $33.50 per month special reserve assessment, which estimated to grow the reserve budget to $113,667, approximately sixteen percent (16%) of the fully funded balance. CICCH0049.

11. The financial statements provided showed that as of December 31, 2025, RESPONDENTS had $12,058 in their reserve budget, which required $600,595 to be fully funded.

12. Interim financial statements for 2026 project estimated that RESPONDENTS would have $113,667 in their reserve account which, if fully funded, required a reserve budget of $722,802.

13. On April 23, 2026, the Division's Investigator, Daniel Messer, visited the property and captured images of signs of disrepair. Multiple areas contained dead grass, standing water was pooled, and dried sewage was found on the sidewalks after a plumbing issue.

14. An email dated 05/21/2026 from board member Janice Armstrong to Valerie Leaks of Level Community Management noted the water supply for landscaping was

discontinued in 2018 and 2019 and would cost $3,900 to resume the landscaping water supply.

15. The investigation determined that for the fiscal years of 2023, 2024, and 2025, RESPONDENTS had a total annual budget assessment of $246,240.00, $287,280.00, and $361,152.00, respectively.

16. On May 11, 2026, and the Division sent a second RFI, noting allegations that RESPONDENT ASSOCIATION failed to have its financial records audited by an independent CPA from 2023 through 2025, failed to have its year-end financial statements prepared by an independent CPA for fiscal years 2023 and 2024, and failed to establish a funding plan pursuant to NRS 116.3115(2)(b). The RFI requested response within five (5) business days of the letter.

17. On May 15, 2026, the Division received a response to the second RFI, including a timeline in RESPONDENT ASSOCIATION'S hiring of Heritage Management Group.

18. On May 28, 2026, the Division notified RESPONDENTS in an NRS 233B letter sent via certified mail that it had obtained sufficient information to commence disciplinary action and would file a complaint with the Commission alleging violations of NRS 116.3115(2)(b), NRS 116.31155(4), NRS 116.3107(1), NRS 116.31144(1) and NAC 116.457(1).

CONCLUSIONS OF LAW

Based on the foregoing factual findings and the preponderance of the evidence, the Commission voted that all the following violations of law have been proven by default:

1. RESPONDENTS violated NRS 116.3115(2)(b) pursuant to NAC 116.415(2) by failing to maintain an adequate reserve budget for the repair, replacement, and restoration of major components of the common elements and any portion of the common-interest community.
2. RESPONDENTS violated NRS 116.3115(2)(b) pursuant to NAC 116.425(1)(m) by failing to maintain an actuarily designed funding plan that allocates the cost of

maintenance, repair, replacement and restoration of the major components of common elements and methods used in projecting the 30-year funding plan.

3. RESPONDENTS violated NRS 116.31155 by failing to timely remit payment of an administrative penalty assessed by the Division pertaining to per-unit "door fees" against RESPONDENT ASSOCIATION.
4. RESPONDENTS violated NRS 116.3107 by failing to maintain, repair and replace the common elements of the property.
5. RESPONDENTS violated NRS 116.3144(1) pursuant to NAC 116.457(1) on three (3) separate occasions by failing to have RESPONDENT ASSOCIATION'S financial statements audited or reviewed by an independent CPA for fiscal years 2023, 2024 and 2025.

ORDER

Based on the foregoing findings of facts and violations of law, the Commission hereby Orders:

1. RESPONDENT ASSOCIATION shall pay the Division $11,209.83 consisting of $7,000.00 in administrative fines, and pre-hearing costs and fees in the amount of $4,209.83, to be payable within thirty (30) days of the effective date of this order.

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

DATED: September 24, 2026

COMMISSION FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS, DEPARTMENT OF BUSINESS AND INDUSTRY, STATE OF NEVADA

By: _____
June Heydarian, Chairwoman

Submitted by:

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Attorney General

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