

Emergency Meetings

"Emergency" means any occurrence that:

- Could not have been reasonably foreseen;
- Affects the health, welfare, and safety of the residents;
- Requires the immediate attention of, and possible action by the executive board, AND;
- Makes it impracticable to comply with notice requirements.

Prior to holding an emergency meeting, notice must be hand-delivered to each unit owner or posted in prominent places within the association.

In an emergency the executive board may take action on an item not listed on the agenda.

Special Meetings

An association shall hold **special meetings of the units' owners** to address any matter affecting the association if its president, a majority of the executive board or units' owners constituting at least 10% of the total number of votes petitions a meeting by written request.

State of Nevada

OFFICE OF THE OMBUDSMAN
Nevada Real Estate Division

Department of Business and Industry

Real Estate Division

Ombudsman for Owners in Common-Interest Communities and Condominium Hotels

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Understanding Association Meetings



There are two types of categories of meetings that can be held within a CIC in Nevada:

Executive board meetings includes:
- **a.** Executive sessions
- **b.** Emergency meetings

Unit Owner Meeting includes:
- **a.** Special meetings
- **b.** Annual Election/Budget ratification

A meeting of the **executive board** must be audio recorded (except the executive session), and held at least once every quarter, not less than once every 100 days. The meetings must be held at least twice annually at a time other than during standard business hours (9am-5pm).

A meeting of the **units' owners** must be held at least once each year at a time and place stated in the bylaws. Board members attend as unit owners. Elections must take place during this meeting.

While budget ratifications must take place annually, it may not take place at the meeting of the units owners (neither the budget ratification meeting nor meeting of the units owners requires a quorum).



Meeting Notices

Not less than 10 days before the date of a meeting of the **executive board**, unless the bylaws require a longer period or notice, the secretary or other officer will provide a meeting notice to all unit owners. This notice will state the time and place of the meeting and include a copy of the agenda OR the date on which and the locations where copies of the agenda may be obtained.

Not less than 15 days and no more than 60 days in advance of any meeting of the **units' owners**, the secretary or other officer specified in the bylaws shall cause notice of the meeting to be provided to all unit owners. The notice must state the time and place of the meeting and include a copy of the agenda.

The association may send notice of a meeting via:

- U.S. Postal Service to the address on file;
- Email if provided;
- Newsletter or similar publication sent to all unit owners;
- Hand delivery;
- Any other means reasonably calculated to provide notice to the owner.

What Must Be Reviewed at an Executive Board Meeting?

At least once every quarter, and not less than every 100 days, the **executive board** will review the following at board meetings:

- Current YTD financial statements;
- Current YTD schedule of revenues and expenses for the operating & reserve account, compared to the budget for those accounts;
- Current reconciliation of the operating and reserve accounts;
- Latest account statements; and
- Current status of any civil action or claim submitted to mediation.



Agenda

The agenda for a meeting of the **units' owners** must consist of as complete statement of the topics scheduled, including:

- Any proposed amendments to the declaration or bylaws;
- Any fees or assessments to be imposed or increased by the association;
- Any budgetary changes; and
- Any proposal to remove a member of the executive board.



Meeting Minutes

The minutes of each meeting of the **executive board** must include:

- The date, time, and and place of the meeting;
- The members of the executive board who were present and absent;
- Substance of all matters proposed, discussed or decided;
- Substance of remarks made by unit owners;
- A record of each members vote on any matter decided;
- Meetings must follow Robert's Rules of Order, unless the governing documents explicitly use another procedural meeting format.

Executive Session

The **executive board** may meet privately to:

- Consult with the attorney on matters related to litigation if the contents of the discussion are privileged;
- Discuss the character, alleged misconduct, professional competence, or physical or mental health of a CAM or association employee
- Hold hearings for a violation of the governing documents, including failure to pay an assessment (an open hearing may be requested);
- Discuss the alleged failure of a unit's owner to adhere to a construction schedule.
- Any matter discussed in an executive session must be generally noted in the meeting minutes.