BEFORE THE COMMISSION FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS

STATE OF NEVADA

SHARATH CHANDRA, Administrator, REAL ESTATE DIVISION, DEPARTMENT OF BUSINESS & INDUSTRY, STATE OF NEVADA, Petitioner, vs. WINTERWOOD VILLAGE UNIT NO. 1, HOMEOWNERS ASSOCIATION (Entity No. C485-1972); and LESLIE ORTEGA; Respondents.	Case No. 2025-86 FILED FEB 06 2026 NEVADA COMMISSION FOR COMMON INTEREST COMMUNITIES AND CONDOMINIUM HOTELS

COMPLAINT FOR DISCIPLINARY ACTION AND NOTICE OF HEARING

The Real Estate Division of the Department of Business and Industry, State of Nevada (the "Division"), by and through its counsel, Aaron D. Ford, Attorney General of the State of Nevada, and Phil W. Su, Senior Deputy Attorney General, hereby notifies RESPONDENT WINTERWOOD VILLAGE UNIT NO. 1, HOMEOWNERS ASSOCIATION ("RESPONDENT ASSOCIATION") and RESPONDENT LESLIE ORTEGA ("RESPONDENT ORTEGA") (collectively, "RESPONDENTS") of an administrative hearing before the Commission for Common-Interest Communities and Condominium Hotels, State of Nevada, which is to be held pursuant to Chapters 233B and Chapters 116 of the Nevada Revised Statutes ("NRS") and Chapter 116 of the Nevada Administrative Code ("NAC"). The purpose of the hearing is to consider the allegations stated below and to determine if an administrative penalty will be imposed on the RESPONDENT pursuant to the provisions of NRS and NAC including, but not limited to NRS 116.785 and NRS 116.790.

JURISDICTION AND NOTICE

At all times relevant to this Complaint, RESPONDENT WINTERWOOD VILLAGE

UNIT NO. 1, HOMEOWNERS ASSOCIATION, Entity Number C485-1972, has been a common-interest community located in Las Vegas, Nevada. RESPONDENT ORTEGA, at all times relevant, has served as a board member and/or board president of RESPONDENT ASSOCIATION. The RESPONDENTS, therefore, are subject to the provisions of Chapter 116 of each the Nevada Revised Statutes ("NRS") and the Nevada Administrative Code ("NAC") (hereinafter collectively referred to as "NRS 116") and are subject to the jurisdiction of the Division, and the Commission for Common-Interest Communities and Condominium Hotels pursuant to the provisions of NRS 116.750.

FACTUAL ALLEGATIONS

1. RESPONDENT ASSOCIATION, Entity Number C485-1972, consists of 214 units, in a common interest community located in Las Vegas, Nevada.

2. RESPONDENT ORTEGA, at all times relevant to this Complaint and, since at least January 2022, has served as Board President of RESPONDENT ASSOCIATION. **CICCH0001.**

3. On February 10, 2025, the Division initiated an investigation of RESPONDENT ASSOCIATION based upon concerns, arising out of review of RESPONDENT ASSOCIATION'S submitted documents to the Division, that reflected 16% reserve funding. **CICCH0001.**

4. On February 10, 2025, Investigator Pitch issued a Request for Information (RFI) letter to the executive board, requesting a response to allegations that the reserves were not properly funded, and documents related to that allegation. **CICCH0002-0004.**

5. On February 24, 2025, the executive board for RESPONDENT ASSOCIATION provided its initial response to the RFI and requested additional time to provide supporting documents. **CICCH0005-0007; 0008-0089.**

6. On April 25, 2025, RESPONDENT ASSOCIATION provided additional documents in response to the RFI, including a copy of their 2023 audit report. **CICCH0090-0107.**

7. On July 14, 2025, Investigator Pitch sent a follow-up Request for Information

letter to the RESPONDENT ASSOCIATION'S Board, requesting monthly financial statements and copies of invoices for all checks paid. **CICCH0108-0109.**

8. The Board did not provide the requested documents within the timeframe set forth in the follow-up RFI.

9. On August 11, 2025, Investigator Messer sent a third Request for Information letter to the RESPONDENT ASSOCIATION'S Board, requesting a response to the original allegation that the reserves were only 16% funded; as well as to three additional allegations:

a. that the association did not comply with NRS 116.31153(1)'s requirement for dual-signed check withdrawals from the Association's reserve account'

b. that the association did not comply with NRS 116.31153(2)'s requirement for dual-signed check withdrawals from the Association's operating account; and

c. that the Association and its president, RESPONDENT ORTEGA, violated NRS 116.31187(1) by accepting a commission, personal profit, or compensation for providing financing, goods or services to the association. **CICCH0110-0112.**

10. On August 26, 2025, RESPONDENTS' counsel, Troy Isaacson, provided a response to the third RFI, noting that the 16% reserve funding was based on incorrect documents initially filed with the Division, and that corrected documents indicated reserve funding levels at 41%; that only three (3) checks from the reserve account and two (2) checks from the operating account were not dual-signed and that steps were being taken to ensure future compliance; and that compensation was indeed paid to RESPONDENT ORTEGA for her work, which comprised of office clerk duties, which was due to understaffing at the association's office. **CICCH0113-0143.**

11. On September 24, 2025, Investigator Messer sent a fourth Request for Information letter, requesting documents including, but not limited to, timesheets for Leslie Ortega, and invoices and receipts for board member reimbursements. **CICCH0144-**

0146.

12. The Board provided bank records for 2022, 2023, 2024, and 2025 (through September 30, 2025) but did not provide timesheets for RESPONDENT ORTEGA'S work or invoices and receipts for board member reimbursements. **CICCH149-0499.**

13. The bank records contained copies of checks, payable to RESPONDENT ORTEGA, that were dual signed by ORTEGA, herself, in each of calendar years 2022 through 2025. *See, generally, for 2022* **CICCH0154; 0161-0162; 0171; 0177-0178; 0185; 0195; 0202-0203; 0210; 0242;** *for 2023* **CICCH0247-249; 0256; 0261; 0263; 0269; 0270-0271; 0278-0279; 0286-0287; 0294-0295; 0310-0311; 0318-0319; 0325-0327;** *for 2024* **CICCH0334; 0341; 0348-0349; 0356; 0364; 0383; 0389-0390; 0397-0398; 0405-0407; 0414; 0423-0425;** *for 2025* **CICCH0431; 0437-0438; 0448-0451; 0457-0459; 0464-0467; 0473—0476; 0484-0485; 0492; 0498.**

14. The aforementioned checks payable to RESPONDENT ORTEGA totaled approximately $4,140.00 in 2022; $12,065.00 in 2023; $10,950.00 in 2024; and $10,250.00 in 2025, all from checks that she counter-signed in her capacity as RESPONDENT ASSOICATION's board president. **Id.**

15. On October 22, 2025, the Division sent, via Certified Mail, an NRS 233B letter notifying the RESPONDENTS that it would pursue disciplinary action in a hearing before the Commission for potential violation of NRS 116.31187(1), for compensating RESPONDENT ORTEGA for providing financing, goods, and services to the association. **CICCH0147-0148.**

VIOLATIONS OF LAW

1. RESPONDENT ASSOCIATION, through its executive board, violated NRS 116.3103 pursuant to NRS 116.31187(1) by allowing RESPONDENT ORTEGA to be compensated by Association funds for providing financing, goods, and services to the association.

2. RESPONDENT ORTEGA violated NRS 116.3103 pursuant to NRS 116.31187(1) by accepting compensation payments made through Association funds for

providing financing, goods, and services to the association.

DISCIPLINE AUTHORIZED

Pursuant to the provisions of NRS 116.615; NRS 116.755; NRS 116.785; and NRS 116.790 the Commission has discretion to take any or all of the following actions:

1. Issue an order directing Respondent to take affirmative action to correct any conditions resulting from the violation.

2. Impose an administrative fine of up to $1,000 for each violation by Respondent.

3. Order the Respondent to pay the costs of the proceedings incurred by the Division, including, without limitation, the cost of the investigation and reasonable attorney's fees.

4. Approve application to a court of competent jurisdiction for the appointment of a receiver for the Respondent.

The Commission may order one or any combination of the discipline described above.

NOTICE OF HEARING

PLEASE TAKE NOTICE that a disciplinary hearing has been set to consider this Administrative Complaint against the above-named RESPONDENT in accordance with Chapters 233B and 116 of the Nevada Revised Statutes and Chapter 116 of the Nevada Administrative Code.

THE HEARING WILL TAKE PLACE at the Commission meeting(s) scheduled for March 10-12, 2026, beginning at approximately 9:00 a.m. each day, or until such time as the Commission concludes its business. The Commission meeting will be held at the Nevada State Business Center, 3300 W. Sahara Avenue, 4th Floor, Nevada Room, Las Vegas, Nevada 89102, with videoconferencing to Department of Business & Industry, Division of Insurance, 1818 College Parkway, Suite 103, Carson City, Nevada 89706.

STACKED CALENDAR: Your hearing is one of several hearings that may be scheduled at the same time as part of a regular meeting of the Commission

that is expected to take place on March 10-12, 2026. Thus, your hearing may be continued until later in the day or from day to day. It is your responsibility to be present when your case is called. If you are not present when your hearing is called, a default may be entered against you and the Commission may decide the case as if all allegations in the complaint were true. If you need to negotiate a more specific time for your hearing in advance because of coordination with an out-of-state witness or the like, please call Maria Gallo, Commission Coordinator, at (702) 486-4074.

YOUR RIGHTS AT THE HEARING: Except as mentioned below, the hearing is an open meeting under Nevada's open meeting law and may be attended by the public. After the evidence and arguments, the commission may conduct a closed meeting to discuss your alleged misconduct or professional competence. You are entitled to a copy of the transcript of the open and closed portions of the meeting, although you must pay for the transcription. As a RESPONDENT, you are specifically informed that you have the right to appear and be heard in your defense, either personally or through your counsel of choice. At the hearing, the Division has the burden of proving the allegations in the complaint and will call witnesses and present evidence against you. You have the right to respond and to present relevant evidence and argument on all issues involved. You have the right to call and examine witnesses, introduce exhibits, and cross-examine opposing witnesses on any matter relevant to the issues involved.

You have the right to request that the Commission issue subpoenas to compel witnesses to testify and/or evidence to be offered on your behalf. In making this request, you may be required to demonstrate the relevance of the witness' testimony and/or evidence. Other important rights and obligations, including your obligation to answer the complaint, you have are listed in NRS Chapter 116 and NAC Chapter 116, including without limitation, NRS 116.770 through 116.780, and NAC 116.500 through NAC 116.635 and NRS Chapter 233B.

Note that under NAC 116.575, not less than five (5) working days before a hearing,

RESPONDENT must provide to the Division a copy of all reasonably available documents that are reasonably anticipated to be used to support his position, and a list of witnesses RESPONDENT intend to call at the time of the hearing. Failure to provide any document or to list a witness may result in the document or witness being excluded from RESPONDENT'S defense. The purpose of the hearing is to determine if the RESPONDENT has violated the provisions of NRS 116, and to determine what administrative penalty is to be assessed against RESPONDENT.

DATED this 5th day of February, 2026.

REAL ESTATE DIVISION,
DEPARTMENT OF BUSINESS & INDUSTRY,
STATE OF NEVADA

By: _____
SHARATH CHANDRA, Administrator
3300 W. Sahara Ave. Ste 350
Las Vegas, Nevada 89102
(702) 486-4033

AARON D. FORD
Attorney General

By: /s/ *Phil W. Su*
PHIL W. SU (Bar No. 10450)
Senior Deputy Attorney General
1 State of Nevada Way, Ste. 100
Las Vegas, Nevada 89119
(702) 486-3655
Attorneys for Real Estate Division