

SENATE BILL NO. 30—COMMITTEE ON JUDICIARY

(ON BEHALF OF THE REAL ESTATE DIVISION)

PREFILED DECEMBER 14, 2010

Referred to Committee on Judiciary

SUMMARY—Makes various changes relating to common-interest communities. (BDR 10-477)

FISCAL NOTE: Effect on Local Government: No.  
Effect on the State: No.

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EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

AN ACT relating to common-interest communities; providing for the electronic transfer of money to the State Treasurer under certain circumstances; requiring the executive board of an association to establish certain procedures if the association uses electronic signatures to withdraw money from certain accounts; revising provisions relating to the requirement that the executive board of an association make certain records available for review at a designated location; and providing other matters properly relating thereto.

**Legislative Counsel’s Digest:**

1 Existing law requires certain signatures for the withdrawal of money from an  
2 account of a unit-owners’ association of a common-interest community. (NRS  
3 116.31153) **Section 1** of this bill allows the withdrawal of money, without the  
4 required signatures, from the operating account of an association to transfer to the  
5 State Treasurer fees required to be deposited pursuant to the statutes governing  
6 common-interest communities, if the amount of those fees is \$10,000 or more.  
7 **Section 1** also requires the executive board of an association to establish written  
8 procedures for internal controls to protect the money of the association if the  
9 association uses electronic signatures to withdraw money from certain accounts.

10 Existing law requires the executive board of a unit-owners’ association to make  
11 certain financial records available for review at the business office of the  
12 association or some other location within the county in which the common-interest  
13 community is located. Existing law also requires the board to provide, upon  
14 request, a copy of those records to a unit’s owner or the Ombudsman for Owners in  
15 Common-Interest Communities and Condominium Hotels and authorizes the board  
16 to charge a certain fee to cover the actual costs of preparing the copy.



17 (NRS 116.31177) **Section 3** of this bill repeals that provision and instead, **section 2**  
18 of this bill requires the executive board of a unit-owners' association to make those  
19 records available for review at the business office of the association or a designated  
20 business location not to exceed 60 miles from the physical location of the common-  
21 interest community. **Section 2** also retains the requirement that the board provide,  
22 upon request, a copy of such records to a unit's owner or the Ombudsman and the  
23 authority of the board to charge a fee to cover the actual costs of preparing the  
24 copy.

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THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN  
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

1 **Section 1.** NRS 116.31153 is hereby amended to read as  
2 follows:

3 116.31153 1. Money in the reserve account of an association  
4 required by paragraph (b) of subsection 2 of NRS 116.3115 may not  
5 be withdrawn without the signatures of at least two members of the  
6 executive board or the signatures of at least one member of the  
7 executive board and one officer of the association who is not a  
8 member of the executive board.

9 2. Except as otherwise provided in subsection 3, money in the  
10 operating account of an association may not be withdrawn without  
11 the signatures of at least one member of the executive board or one  
12 officer of the association and a member of the executive board, an  
13 officer of the association or the community manager.

14 3. Money in the operating account of an association may be  
15 withdrawn without the signatures required pursuant to subsection 2  
16 to:

17 (a) Transfer money to the reserve account of the association at  
18 regular intervals; ~~for~~

19 (b) Make automatic payments for utilities ~~for~~; or

20 (c) *Electronically transfer to the State Treasurer the fees*  
21 *required to be deposited pursuant to this chapter if the amount of*  
22 *those fees is not less than \$10,000.*

23 4. *If an association uses electronic signatures to withdraw*  
24 *money in the reserve account or operating account of the*  
25 *association, the executive board of the association must have*  
26 *written procedures for adequate internal controls to ensure*  
27 *security of the money and proper authorization to withdraw the*  
28 *money.*

29 **Sec. 2.** NRS 116.31175 is hereby amended to read as follows:

30 116.31175 1. Except as otherwise provided in ~~this~~  
31 subsection ~~1~~ 2, the executive board of an association shall, upon  
32 the written request of a unit's owner, make available the books,  
33 records and other papers of the association for review at the business  
34 office of the association or a designated business location not to



1 exceed 60 miles from the physical location of the common-interest  
2 community and during the regular working hours of the association,  
3 including, without limitation ~~[, all]~~ :

4 (a) *The financial statement of the association;*

5 (b) *The budgets of the association required to be prepared*  
6 *pursuant to NRS 116.31151;*

7 (c) *The study of the reserves of the association required to be*  
8 *conducted pursuant to NRS 116.31152; and*

9 (d) *All* contracts to which the association is a party and all  
10 records filed with a court relating to a civil or criminal action to  
11 which the association is a party.

12 2. The provisions of ~~[this subsection]~~ *subsection 1* do not  
13 apply to:

14 (a) The personnel records of the employees of the association,  
15 except for those records relating to the number of hours worked and  
16 the salaries and benefits of those employees; and

17 (b) The records of the association relating to another unit's  
18 owner, including, without limitation, any architectural plan or  
19 specification submitted by a unit's owner to the association during  
20 an approval process required by the governing documents, except  
21 for those records described in subsection ~~[2:]~~ 4; and

22 (c) Any document, including, without limitation, minutes of an  
23 executive board meeting, a reserve study and a budget, if the  
24 document:

25 (1) Is in the process of being developed for final  
26 consideration by the executive board; and

27 (2) Has not been placed on an agenda for final approval by  
28 the executive board.

29 3. *The executive board shall provide a copy of any of the*  
30 *records required to be made available pursuant to subsection 1 to*  
31 *a unit's owner or the Ombudsman within 14 days after receiving a*  
32 *written request therefor. The executive board may charge a fee to*  
33 *cover the actual costs of preparing a copy, but not to exceed 25*  
34 *cents per page.*

35 ~~[2:]~~ 4. The executive board of an association shall maintain a  
36 general record concerning each violation of the governing  
37 documents, other than a violation involving a failure to pay an  
38 assessment, for which the executive board has imposed a fine, a  
39 construction penalty or any other sanction. The general record:

40 (a) Must contain a general description of the nature of the  
41 violation and the type of the sanction imposed. If the sanction  
42 imposed was a fine or construction penalty, the general record must  
43 specify the amount of the fine or construction penalty.



1 (b) Must not contain the name or address of the person against  
2 whom the sanction was imposed or any other personal information  
3 which may be used to identify the person or the location of the unit,  
4 if any, that is associated with the violation.

5 (c) Must be maintained in an organized and convenient filing  
6 system or data system that allows a unit's owner to search and  
7 review the general records concerning violations of the governing  
8 documents.

9 ~~[3.]~~ 5. If the executive board refuses to allow a unit's owner to  
10 review the books, records or other papers of the association, the  
11 Ombudsman may:

12 (a) On behalf of the unit's owner and upon written request,  
13 review the books, records or other papers of the association during  
14 the regular working hours of the association; and

15 (b) If the Ombudsman is denied access to the books, records or  
16 other papers, request the Commission, or any member thereof acting  
17 on behalf of the Commission, to issue a subpoena for their  
18 production.

19 ~~[4.]~~ 6. The books, records and other papers of an association  
20 must be maintained for at least 10 years. The provisions of this  
21 subsection do not apply to:

22 (a) The minutes of a meeting of the units' owners which must be  
23 maintained in accordance with NRS 116.3108; or

24 (b) The minutes of a meeting of the executive board which must  
25 be maintained in accordance with NRS 116.31083.

26 ~~[5.]~~ 7. The executive board shall not require a unit's owner to  
27 pay an amount in excess of \$10 per hour to review any books,  
28 records, contracts or other papers of the association pursuant to the  
29 provisions of this section.

30 ~~[6.]~~ 8. If an official publication contains or will contain any  
31 mention of a candidate or ballot question, the official publication  
32 must, upon request and without charge, provide equal space to the  
33 candidate or a representative of an organization which supports the  
34 passage or defeat of the ballot question.

35 ~~[7.]~~ 9. If an official publication contains or will contain the  
36 views or opinions of the association, the executive board, a  
37 community manager or an officer, employee or agent of an  
38 association concerning an issue of official interest, the official  
39 publication must, upon request and without charge, provide equal  
40 space to opposing views and opinions of a unit's owner, tenant or  
41 resident of the common-interest community.

42 ~~[8.]~~ 10. The association and its officers, employees and agents  
43 are immune from criminal or civil liability for any act or omission  
44 which arises out of the publication or disclosure of any information



1 related to any person and which occurs in the course of carrying out  
2 any duties required pursuant to subsection ~~[6] 8~~ or ~~[7]~~  
3 ~~9.] 9.~~

4 **11.** As used in this section:

5 (a) "Issue of official interest" includes, without limitation:

6 (1) Any issue on which the executive board or the units'  
7 owners will be voting, including, without limitation, the election of  
8 members of the executive board; and

9 (2) The enactment or adoption of rules or regulations that  
10 will affect a common-interest community.

11 (b) "Official publication" means:

12 (1) An official website;

13 (2) An official newsletter or other similar publication that is  
14 circulated to each unit's owner; or

15 (3) An official bulletin board that is available to each unit's  
16 owner,

17 ↪ which is published or maintained at the cost of an association and  
18 by an association, an executive board, a member of an executive  
19 board, a community manager or an officer, employee or agent of an  
20 association.

21 **Sec. 3.** NRS 116.31177 is hereby repealed.

22 **Sec. 4.** This act becomes effective on July 1, 2011.

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## TEXT OF REPEALED SECTION

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### **116.31177 Maintenance and availability of certain financial records of association; provision of copies to units' owners and Ombudsman.**

1. The executive board of an association shall maintain and make available for review at the business office of the association or some other suitable location within the county where the common-interest community is situated or, if it is situated in more than one county, within one of those counties:

(a) The financial statement of the association;

(b) The budgets of the association required to be prepared pursuant to NRS 116.31151; and

(c) The study of the reserves of the association required to be conducted pursuant to NRS 116.31152.

2. The executive board shall provide a copy of any of the records required to be maintained pursuant to subsection 1 to a unit's owner or the Ombudsman within 14 days after receiving a written request therefor. The executive board may charge a fee to



cover the actual costs of preparing a copy, but not to exceed 25 cents per page.

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