NEVADA COMMUNITY MANAGER PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. What is the maximum fine for a routine violation of the governing documents?

A. $25

B. $50

C. $75

D. $100

2. According to the Americans with Disabilities Act, what must employers do?

A. Make reasonable accommodations for disabled persons

B. Ignore costs of accommodations

C. Discriminate against non-disabled individuals

D. All of the above

3. HOAs organized under Nevada's Corporate Laws must register annually with which entity?

A. The Secretary of State and the Ombudsman

B. The Division and the County Assessor

C. The County Recorder and the State Inspector of Records

D. The city and county in which the HOA is located

4. What is an example of preventative maintenance?

A. Fixing broken faucets

B. Tree trimming

C. Routine painting

D. Cleaning gutters

5. Who is known as the declarant in a community?

A. Files the declaration with the county

B. Is also known as the developer

C. Controls the CIC/HOA until certain benchmarks are met

D. All of the above

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6. When does control typically pass to homeowners in developments with more than 1,000 units?

A. When 75% of units are conveyed

B. When 90% of units are conveyed

C. The first board member is elected when 25% of units are conveyed

D. None of the above

7. Which type of violation does not lead to foreclosure?

A. Non-payment of community assessments

B. Non-payment of maintenance costs

C. Non-payment of construction penalties

D. Non-payment of fines

8. A subsidiary motion:

A. Cannot be used at a regular meeting of the executive board

B. Must be considered after the main motion

C. Modifies the main motion

D. Eliminates the main motion

9. What must be included in a management agreement?

A. Need not be in writing

B. Must be approved by the Division or the Commission

C. Must list all fees and changes

D. All of the above

10. Compliance with community management standards primarily helps to ensure:

A. Increased property values

B. Enhanced community safety

C. Reduction of legal disputes

D. All of the above

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Answers

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1. D
2. A
3. A
4. B
5. D
6. B
7. D
8. C
9. C
10. D

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Explanations

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1. What is the maximum fine for a routine violation of the governing documents?

A. $25

B. $50

C. $75

D. $100

The maximum fine for a routine violation of the governing documents is set at $100. This limit is established to ensure that enforcement of community rules remains fair and manageable for residents. Governing documents in a community setting define the rules, regulations, and expectations for residents, and routine violations can include minor infractions such as improper trash disposal or failure to maintain landscaping standards. Setting a maximum fine of $100 serves several purposes: it provides a clear guideline for both community managers and residents, encourages compliance with community rules without imposing overly harsh penalties, and allows for a structured approach to handle violations. It is important for community managers to apply fines consistently so that all homeowners feel that the rules are enforced equitably. Understanding this maximum limit helps community managers balance the need for compliance with the importance of maintaining positive relationships within the community.

2. According to the Americans with Disabilities Act, what must employers do?

A. Make reasonable accommodations for disabled persons

B. Ignore costs of accommodations

C. Discriminate against non-disabled individuals

D. All of the above

The correct answer focuses on the requirement that employers must make reasonable accommodations for individuals with disabilities. Under the Americans with Disabilities Act (ADA), employers are legally obligated to provide necessary adjustments or modifications that enable qualified individuals with disabilities to perform their job functions effectively, as long as these changes do not create an undue hardship on the employer. This includes a wide range of possible accommodations, such as modifying work schedules, providing equipment or technology, making facilities accessible, or restructuring jobs. The intention of the ADA is to ensure equal employment opportunities for individuals with disabilities, fostering an inclusive workplace environment. In terms of context, the other options do not align with the principles of the ADA. Ignoring the costs of accommodations would be impractical and does not reflect the law's intent, which considers the financial implications for employers. Discrimination against non-disabled individuals contradicts the ADA's purpose of promoting equality and preventing discrimination based on disability status. The validity of the requirements stems from the understanding that inclusivity benefits the workforce as a whole, rather than discriminating or ignoring the needs of any group.

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3. HOAs organized under Nevada's Corporate Laws must register annually with which entity?

A. The Secretary of State and the Ombudsman

B. The Division and the County Assessor

C. The County Recorder and the State Inspector of Records

D. The city and county in which the HOA is located

In Nevada, homeowners associations (HOAs) organized under the state's corporate laws are required to register annually with both the Secretary of State and the Ombudsman. This dual registration ensures that the HOA complies with state regulations and maintains transparency in its operations. The Secretary of State manages the corporate filings for various entities, including HOAs, and tracks their incorporation status and any changes made to their governing documents. Meanwhile, the role of the Ombudsman is crucial in providing oversight and assistance to HOAs and their members. They serve as a resource for homeowners seeking information about their rights and responsibilities within the community, and they help ensure that HOAs operate fairly and in accordance with Nevada law. By requiring registration with both entities, Nevada aims to promote accountability and protect the interests of homeowners, thus fostering a well-regulated community environment. This collaborative approach between the Secretary of State and the Ombudsman is vital for the effective governance of HOAs.

4. What is an example of preventative maintenance?

A. Fixing broken faucets

B. Tree trimming

C. Routine painting

D. Cleaning gutters

Preventative maintenance includes activities that are performed regularly to prevent potential issues and ensure the longevity and functionality of property features and equipment. Tree trimming is a prime example of this because it involves removing dead or overgrown branches to promote the health of the tree and prevent damage to structures or landscaping from falling limbs. By proactively trimming trees, one can avoid emergency situations where damage might occur due to fallen branches or overgrowth interfering with power lines, pathways, or other aspects of property maintenance. This approach not only enhances safety but can also lead to more cost-effective property management by minimizing the need for more extensive repairs or services later on. Routine painting and cleaning gutters do contribute to maintenance but are often more focused on aesthetic improvements or reactive treatments to avoid water damage rather than preventative actions to maintain the health of the trees and overall landscaping.

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5. Who is known as the declarant in a community?

A. Files the declaration with the county

B. Is also known as the developer

C. Controls the CIC/HOA until certain benchmarks are met

D. All of the above

The declarant in a community is a key figure in the establishment and governance of a Common-Interest Community (CIC) or Homeowners Association (HOA). This individual or entity is responsible for filing the declaration with the county, which is an essential legal document that outlines the community's rules, regulations, and the nature of the property being developed. This filing is a fundamental step in creating the legal framework for the community. Additionally, the declarant is often the developer of the project, meaning they play a critical role in the initial phases of development, marketing, and selling properties within the community. Their involvement typically extends beyond mere documentation; they shape the operational aspects of the community, ensuring that it aligns with their vision for development. Furthermore, the declarant generally maintains control over the CIC or HOA until specific benchmarks are met. This can include achieving a certain number of homeowners or completing a significant portion of the development. During this period, the declarant's influence is prevalent in decision-making processes, impacting how the community operates and evolves. Thus, the correct choice encompasses all these responsibilities and roles, highlighting the multifaceted nature of the declarant's contribution to a community.

6. When does control typically pass to homeowners in developments with more than 1,000 units?

A. When 75% of units are conveyed

B. When 90% of units are conveyed

C. The first board member is elected when 25% of units are conveyed

D. None of the above

In developments with more than 1,000 units, control of the association typically passes to the homeowners when 90% of the units have been conveyed. This transition is significant as it marks a point where the developers relinquish their authority over the management and decision-making processes of the community, entrusting that power to the homeowners who will be more directly affected by the decisions made. This step helps ensure that the interests of the residents are prioritized, as they will be the ones living in the community long-term. The transition at 90% is structured to provide a clear point of accountability and governance shifting from the developers, who may have different priorities than the residents, to the homeowners themselves, empowering them to take control of their community's direction and management. Other options may suggest different percentages for transition, but they do not accurately reflect the established norm for communities of this size. For example, while a certain percentage of conveyed units might provide some influence to homeowners in smaller developments, it is at the 90% threshold for larger ones that full homeowner control is recognized.

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7. Which type of violation does not lead to foreclosure?

A. Non-payment of community assessments

B. Non-payment of maintenance costs

C. Non-payment of construction penalties

D. Non-payment of fines

The correct choice identifies non-payment of fines as a type of violation that does not lead to foreclosure. In a community association context, fines are typically imposed for violations of rules or regulations established by the homeowners' association (HOA) but do not create a lien against the property. Foreclosure is a legal process primarily used to recover funds when a property owner fails to meet financial obligations that can secure a lien, such as community assessments or maintenance costs. These obligations create a direct financial interest for the community association that can be enforced through a lien on the property, potentially leading to foreclosure if they remain unpaid. In contrast, fines are usually treated as penalties for non-compliance with community rules and are generally considered an obligation to pay but do not result in a lien on the property. This means that while a homeowner can be pursued for the payment of these fines, non-payment will not result in foreclosure action as it does not affect the financial security of the association in the same way that unpaid assessments or maintenance fees do. Understanding this distinction is critical for community managers and homeowners, as it helps clarify the potential consequences of failing to pay various types of charges and emphasizes the importance of addressing obligations that could jeopardize property ownership.

8. A subsidiary motion:

A. Cannot be used at a regular meeting of the executive board

B. Must be considered after the main motion

C. Modifies the main motion

D. Eliminates the main motion

A subsidiary motion is designed to assist the assembly in its consideration of a main motion. The primary function of a subsidiary motion is to modify, delay, or ultimately determine the fate of the main motion under discussion. This means that the correct understanding of a subsidiary motion is that it inherently serves to change the terms or implications of the main motion, which directly aligns with the notion of modifying it. In most parliamentary procedures, subsidiary motions can take various forms, including amendments that make specific changes to the wording or intent of the main motion. This critical function allows members to refine proposals, making the decision-making process more precise and effective. Thus, the definition that a subsidiary motion "modifies the main motion" accurately captures its essential role in parliamentary procedure. Other aspects regarding the usage of subsidiary motions can be misleading. For example, stating that a subsidiary motion cannot be used at a regular meeting of the executive board would ignore the flexibility allowed in most meeting formats, and the assertion that a subsidiary motion must be considered only after the main motion neglects the fact that some subsidiary motions can be presented concurrently with the main motion. Lastly, the claim that a subsidiary motion eliminates the main motion would be incorrect, as the purpose of such motions is to offer alternatives or

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9. What must be included in a management agreement?

A. Need not be in writing

B. Must be approved by the Division or the Commission

C. Must list all fees and changes

D. All of the above

A management agreement is a formal contract outlining the responsibilities and expectations between a property owner and a management company. One key aspect of any management agreement is the clear listing of all fees and charges associated with the management of the property. This transparency helps to avoid misunderstandings and disputes down the line, ensuring that both parties are aware of the financial obligations involved. Including a detailed list of fees and charges is essential for both legal compliance and good business practice. It provides clarity on what the management company will be charging for their services, such as management fees, maintenance charges, and any additional costs that may arise during the management period. This specificity helps property owners budget effectively and allows both parties to align their expectations regarding financial commitments. While a management agreement typically should be in writing to be enforceable and is often subject to review by regulatory bodies, these factors are not universally applicable across all agreements. The necessity of a written agreement and any regulatory approval can vary based on specific circumstances or jurisdictional requirements. However, the requirement to clearly state all fees and charges is a foundational element of a management agreement that fosters transparency and accountability.

10. Compliance with community management standards primarily helps to ensure:

A. Increased property values

B. Enhanced community safety

C. Reduction of legal disputes

D. All of the above

Compliance with community management standards is crucial for several interconnected reasons, all of which contribute to the overall well-being of a community. Firstly, adherence to these standards generally leads to increased property values. Well-maintained properties and well-enforced community rules create a desirable living environment, which in turn attracts buyers and contributes positively to property assessments. Enhanced community safety is another significant factor. Standards often include regulations regarding safety measures, maintenance of common areas, and enforcement of behavioral norms among residents. This collaborative effort fosters a safer community, reducing the risks associated with neglect or non-compliance. Furthermore, compliance can significantly reduce the likelihood of legal disputes. When community management rules are clearly defined and actively enforced, residents are more aware of their rights and responsibilities, minimizing misunderstandings and potential conflicts that could lead to litigation. By promoting increased property values, safety, and a reduction of legal disputes, compliance with community management standards provides comprehensive benefits that are interrelated, making "All of the above" the most accurate and encompassing response.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://nvcommunitymanager.examzify.com

We wish you the very best on your exam journey. You've got this!

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