

NEVADA COMMUNITY MANAGER PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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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.

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!

Questions

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- 1. What must be transferred to owners by the declarant?**
 - A. An audit
 - B. A reserve study and the reserve account
 - C. Property belonging to the CIC
 - D. All of the above
- 2. When should a community association obtain a permit for construction projects?**
 - A. Before beginning construction
 - B. After halfway completion
 - C. Only when requested by residents
 - D. When funding is secured
- 3. What should community managers do regarding capital improvements?**
 - A. Only make decisions after approval from owners
 - B. Obtain at least three bids when practicable
 - C. Consult state regulations prior to acting
 - D. Keep renovation plans secret until finalized
- 4. What is required for legislative changes in association rules?**
 - A. A simple majority vote
 - B. Two-thirds majority vote
 - C. Unanimous consent
 - D. A petition from homeowners
- 5. If the buyer requests expedited delivery of the demand letter, what is the total charge?**
 - A. \$300
 - B. \$250
 - C. \$400
 - D. \$165

- 6. What is required for written allegations of governing documents violations?**
- A. Written affidavits by neighbors living within 300 feet
 - B. Notice of governing documents default
 - C. A clear and detailed photograph
 - D. A copy of the association's bylaws
- 7. What is included in the resale package for a community interest community?**
- A. The Certificate
 - B. The Demand letter
 - C. The State's Informational brochure
 - D. All of the above
- 8. Which of the following documents is written by elected officials?**
- A. Nevada Revised Statutes
 - B. Nevada Administrative Code
 - C. Nevada Regulatory Schematics
 - D. Nevada Rules for Common-Interest Communities
- 9. Who determines the maximum fine for a health and safety violation?**
- A. The Executive Board
 - B. Defined in NRS 116
 - C. Defined by the Division
 - D. No defined limit
- 10. Under certain conditions, owners may need to maintain which items according to community guidelines?**
- A. Only exterior paint colors
 - B. Landscaping and outdoor features
 - C. All interior repairs
 - D. Parking spaces

Answers

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

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Explanations

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1. What must be transferred to owners by the declarant?

- A. An audit
- B. A reserve study and the reserve account
- C. Property belonging to the CIC
- D. All of the above**

The declarant is responsible for transferring certain important documents and assets to the owners of a Common Interest Community (CIC) to ensure transparency and the proper management of the community. In this context, an audit, a reserve study, and the reserve account each play a critical role in the governance and financial health of the community. An audit provides owners with a snapshot of the financial practices of the community, ensuring accountability in how funds have been handled. A reserve study is essential for planning and budgeting for future repairs and maintenance, helping to ensure that the community remains well-kept and financially secure. The reserve account itself is crucial because it holds funds specifically earmarked for future maintenance and improvements, thus directly impacting the community's long-term financial stability. Transferring all of these elements — the audit, the reserve study, and the reserve account — to owners is integral to empowering them with the necessary information and resources to effectively manage their community. This practice promotes transparency and reinforces the financial integrity of the community, thereby ensuring that owners understand both the current state and future needs of the CIC. Therefore, it is essential that all of these components are included in what must be transferred by the declarant to the owners, making the choice that includes all of the aforementioned

2. When should a community association obtain a permit for construction projects?

- A. Before beginning construction**
- B. After halfway completion
- C. Only when requested by residents
- D. When funding is secured

Obtaining a permit before beginning construction is essential for ensuring that all construction projects within a community association comply with local laws, zoning ordinances, and safety regulations. Securing the necessary permits in advance helps avoid legal issues or fines that could arise from unauthorized work. Additionally, this process typically involves inspections that verify the work meets established codes, protecting both the community and the individuals involved in the project. Starting construction without a permit can lead to significant complications, such as the need to halt work until a permit is secured or potential mandatory removal of the work if it is deemed non-compliant. Therefore, proactive management and adherence to regulatory requirements are key responsibilities of a community association, making this answer the most logical choice.

3. What should community managers do regarding capital improvements?

- A. Only make decisions after approval from owners
- B. Obtain at least three bids when practicable**
- C. Consult state regulations prior to acting
- D. Keep renovation plans secret until finalized

The emphasis on obtaining at least three bids when practicable reflects a best practice in community management, particularly in managing finances and ensuring transparency. This process promotes competitive pricing, which can lead to cost savings for the community, improving the overall efficiency of capital improvements. By soliciting multiple bids, community managers can assess various service providers based on cost, quality, and reputation, ensuring that the community receives the best value for its investment. Furthermore, this approach fosters accountability and builds trust among community members by demonstrating that decisions are made based on careful consideration and due diligence rather than on a single source's recommendations. It also helps in comparing different proposals and understanding what services are offered, thereby making a well-informed decision that benefits the community as a whole. While the other options may contain elements of prudent management, they do not encapsulate the fundamental principle of actively seeking competitive bids from multiple contracts to ensure financial efficiency. Consulting state regulations and seeking owner approval are important, but without the context of obtaining multiple bids, those steps alone do not guarantee the best outcomes for capital improvements. Keeping renovation plans secret contradicts the transparency expected in community management and could lead to mistrust among community members.

4. What is required for legislative changes in association rules?

- A. A simple majority vote
- B. Two-thirds majority vote**
- C. Unanimous consent
- D. A petition from homeowners

Legislative changes in association rules typically require a two-thirds majority vote among the members. This requirement is in place to ensure that a significant majority of the community supports the proposed changes, reflecting the collective interests of the homeowners. Achieving a two-thirds majority indicates not just a simple preference but a substantial consensus, which is important for maintaining harmony and legitimacy within the association. This level of approval helps prevent decisions from being made that could disproportionately affect the community or lead to potential conflicts among homeowners. Lower thresholds, such as a simple majority, do not provide the same level of assurance that the changes have broad support, while unanimous consent is often impractical in many associations due to differing opinions and possible dissent. Requiring a petition from homeowners, while a form of mobilization, does not set a standard for formal legislative approval; rather, it could serve as a preliminary step to gauge interest before a vote occurs. By establishing a two-thirds majority as the standard, associations can foster a more cooperative governance structure that respects the diverse views of all members.

5. If the buyer requests expedited delivery of the demand letter, what is the total charge?

- A. \$300
- B. \$250**
- C. \$400
- D. \$165

The total charge for expedited delivery of the demand letter is set at \$250, which reflects the specific fee structure established for such services in this context. When buyers opt for expedited delivery, they typically choose this option to ensure that their documents are processed and delivered in a timely manner, reflecting urgency in their request. The fee for expedited services often varies based on different factors, including the types of documents being sent and the speed of service required. In this case, the fee of \$250 aligns with the established charge, ensuring that the buyer understands the cost implications associated with their request for faster processing. Other charges listed do not accurately reflect the standard fees associated with this type of expedited service, reinforcing that the \$250 fee is both reasonable and consistent within the context of the transaction or the industry practices surrounding demand letters.

6. What is required for written allegations of governing documents violations?

- A. Written affidavits by neighbors living within 300 feet
- B. Notice of governing documents default
- C. A clear and detailed photograph**
- D. A copy of the association's bylaws

The requirement for written allegations of governing document violations emphasizes the need for substantial evidence to support claims made against a property owner or resident. The correct choice highlights the importance of having a clear and detailed photograph, as it serves as a visual proof of the alleged violation. Photographic evidence can clearly demonstrate conditions or actions that violate the governing documents, making it easier for a community manager or association board to evaluate the situation and take appropriate action. Other options may not be effective in providing the necessary evidence. For example, written affidavits from neighbors may offer testimony, but they can be subjective and lack the immediacy and clarity a photograph provides. A notice of governing document default is more about informing the homeowner of a breach rather than serving as evidence for an allegation. Furthermore, while a copy of the association's bylaws is crucial for understanding what constitutes a violation, it does not in itself support an allegation without accompanying evidence. Thus, a clear and detailed photograph stands out as the most direct way to substantiate claims of violations within community governance.

7. What is included in the resale package for a community interest community?

- A. The Certificate
- B. The Demand letter
- C. The State's Informational brochure
- D. All of the above**

The resale package for a community interest community encompasses a range of essential documents and information that provide both current and prospective owners with important details about the community's rules, regulations, and financial status. Including the Certificate, which verifies the status of the community and outlines important credentials, is vital as it serves as an official document that represents the community. The Demand letter is also crucial because it requests payment of dues that might be owed by the seller and provides information regarding any debts associated with the property. Lastly, the State's Informational brochure is imperative as it offers insights into the rights and obligations of homeowners within the community. Together, these components form a comprehensive resale package that allows potential buyers to make informed decisions about their investment and ensures that the seller is adhering to the necessary legal and community standards. Having all of these elements included is a best practice to protect both parties in the transaction and is often a requirement in many states, including Nevada. This ensures clarity and transparency in the resale process, making all aspects of ownership clear to incoming residents.

8. Which of the following documents is written by elected officials?

- A. Nevada Revised Statutes**
- B. Nevada Administrative Code
- C. Nevada Regulatory Schematics
- D. Nevada Rules for Common-Interest Communities

The Nevada Revised Statutes (NRS) are indeed the correct choice, as they are a compilation of laws enacted by the Nevada legislature, which consists of elected officials. These statutes cover a wide range of legal areas in the state and are periodically updated as new laws are passed, reflecting the will of elected representatives. The Nevada Administrative Code, on the other hand, contains rules and regulations created by administrative agencies and is not written by elected officials. Similarly, the Nevada Regulatory Schematics and the Nevada Rules for Common-Interest Communities did not originate from elected legislators but rather from regulatory bodies or specific governance systems established to manage particular interests or communities. This distinction is crucial in understanding the source of legal documents within the state.

9. Who determines the maximum fine for a health and safety violation?

- A. The Executive Board**
- B. Defined in NRS 116
- C. Defined by the Division
- D. No defined limit

The maximum fine for a health and safety violation is determined by the Executive Board. This is based on the regulations that govern community associations in Nevada, specifically under the broader framework of the law where governing bodies have the authority to set penalties for violations of community rules and regulations. The Executive Board plays a crucial role in enforcing health and safety standards within a community. By establishing the fine structure, they ensure that violations are addressed appropriately, promoting compliance among residents. This authority allows them to adapt to the specific needs of their community while adhering to state laws, ensuring that penalties are reasonable and serve to support overall community health and safety objectives. The other options do not provide the correct framework for determining these fines. For instance, while NRS 116 sets forth many regulations applicable to community associations in Nevada, it does not define specific fines for health and safety violations. Similarly, the Division's role is more about oversight and regulatory compliance rather than directly determining fines, and the idea of having no defined limit does not align with the structured approach community associations take to enforce rules and maintain standards.

10. Under certain conditions, owners may need to maintain which items according to community guidelines?

- A. Only exterior paint colors
- B. Landscaping and outdoor features**
- C. All interior repairs
- D. Parking spaces

Owners may need to maintain landscaping and outdoor features according to community guidelines because these elements significantly contribute to the overall aesthetic and functional quality of the community. Communities often have standards in place to ensure that properties maintain a uniform appearance, which can enhance property values and create a welcoming environment for residents and visitors alike. Landscaping can include lawn care, tree trimming, flowerbeds, and other outdoor features that impact both the look and health of the community. By maintaining these areas, owners help uphold the community's standards and ensure a cohesive environment. Community guidelines may specifically outline what types of maintenance are required and the standards that should be met for these outdoor features. In contrast, aspects like exterior paint colors may have guidelines but are not as encompassing as landscaping, which often requires ongoing attention and care. Interior repairs typically fall under the owner's sole responsibility without community oversight, and parking spaces may have specific rules but aren't typically classified under maintenance in the same sense as landscaping.

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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