



7650 Town Square Way • Reno, NV 89523
775-787-4500 • fax 775-787-4511 • <http://nevada.fsrconnect.com/somerset>
Managed by FirstService Residential

GENERAL MANAGER'S REPORT

Reporting Period: February 2018

I. AESTHETIC GUIDELINES COMMITTEE (AGC) (M/YTD):

Applications Submitted

Landscaping – 16/33
New Homes – 3/6
Other Modifications – 10/19
Total – 29/58

Applications Approved Applications Denied

Landscaping – 11/25
New Homes – 1/4
Other Modifications – 7/8
Total – 19/37

Landscaping – 5/8
New Homes – 2/2
Other Modifications – 3/11
Total – 10/21

II. COMMUNITY STANDARDS COMMITTEE (CSC) (M/YTD):

Started in February – 93/133

Architectural – 2/2
Garbage in View – 34/56
Landscaping – 3/4
Signage – 5/7
Other – 49/64

Progress to Hearings – 1/11

Architectural – 0/2
Garbage in View – 0/0
Landscaping – 1/6
Amenities – 0/1
Signage – 0/2

Continued Incident – 10/20

Basketball (Storage) – 1/2
Parking/Vehicular – 3/7
Amenities (Behavior) – 4/7
Rentals (Lease Terms) – 2/4

Continuing – 11/18

Address (Altered) – 1/2
Architectural – 3/4
Garbage in View – 2/4
Landscaping – 4/7
Signage – 1/1

On-Hold – 6/13

Architectural – 2/5
Landscaping – 1/2
Lighting – 1/1
Maintenance – 1/1
Use Restrictions – 1/4

On-Extended Hold – 22/44

Architectural – 4/8
Maintenance – 1/1
Landscaping (Installation) – 3/7
Landscaping (Maint.) – 15/28

*Total Homeowner Compliance for February – 39 out of 40/69 out of 80

III. CLUB AT TOWN CENTER (TCTC):

A. Events & Programs – Completed (M/YTD)

1. Adult Potluck

Cost to Attend: Free
Number of Participants – 27/52
Cost of Event - \$0
Revenue - \$0

2. Adult Bingo

Cost to Attend: \$10.00
Number of Participants – 12/27
Cost of Event - \$80.00/\$160.00
Revenue - \$40.00/\$190.00



SOMERSETT OWNERS ASSOCIATION

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3. Kids Movie Night

Cost: \$12.00

Numbers of Participants: 27/51

Revenue: \$120/ \$320

4. Father Daughter Dance

Cost to Attend: \$25 per couple +\$5 additional daughter

Number of Participants - 56

Cost of Event - \$1,260.00

Revenue- 0

5. Starbright

Before and after school program. Kids are walked to bus and picked up from the bus. We provide snacks, crafts, activities, science activities, homework assistance and play games.

Cost: Varies

Number of Participants: 18/36

Cost to Run: \$250.00 plus \$2220.00 in labor/ \$500 plus 4440 labor

Semester Specials Sold: 7

*Parents have the option to pay for the entire semester in January.

Revenue: \$11,436.00 *includes semester specials

B. Upcoming Events

1. **Coffee and Donuts with Staff-** March 6th at 9 am
2. **Adult Potluck-** March 17th at 6 pm
3. **March Madness Watch Party-** March 18th, time: TBA
4. **Adult Bingo -** March 23rd at 6 pm
5. **Kid's Movie Night –** March 23rd at 5:30 pm
6. **Eggstravaganza –** March 31st at 10 am

C. Fitness Classes – New

No New Fitness Classes in February

D. Fitness Classes

1. **Fitness Class Attendance (February)** – See Exhibit “A” attached hereto.
2. **Fitness Class Attendance (YTD Totals)** – See Exhibit “B” attached hereto.

E. Club Usage (M/YTD)

1. **Club Usage for February**– 3982/8115 residents checked in of which 1853/4087 were for the gym or fitness classes.
2. **Golfers in February** – 163/286



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IV. SPECIAL PROJECTS UPDATE:

- A. **Pool Landscaping Maintenance Contract** - Signature Landscapes was awarded the contract for the Pool landscaping.
- B. **Landscape Contract** – Work will resume on the landscape contract once the Project Manager position has been filled.
- C. **Crosswalks** – An assessment is needed to determine where the greatest need for new crosswalks. The G/M will work on this in the absence of the Project Manager.
- D. **Pond Cleaning** – Hole 1 pond work has been completed. Work on hole 9 will begin soon.

V. MAINTENANCE:

A. Completed Projects

1. Generate new SOW for West monument.
2. Work with vendors in troubleshooting vehicle gate problems. Ordered parts.
3. Researched and purchase Conference Room under-counter refrigerator.
4. Meet with vendor to discuss video/audio communication between pool gates and front desk.
5. Lots of snow removal and vehicle gate response due to high winds and snow.
6. Installed new temporary in-ground lighting at West Monument.

B. On-Going Projects

1. Started process for replacing vehicle gate keypads.
2. Started process for painting exterior of TCTC.
3. Started process of painting various vehicle gate monuments.
4. Working on improving department organization and staff assignment process.
5. Clubhouse sound system replacement
6. BOD meeting sound system
7. Approximately 50% of Maintenance Office re-organization has been completed.

VI. GENERAL MANAGER (As of 3/22/18)

- A. **Rockery Wall Litigation Meeting** - An Information meeting on the rockery wall lawsuit was held on March 10th, 2018. The video of the meeting and the power point presentation are available on the web site along with the entire American Geotechnical report. The current tally for votes received is 614 Yes and 149 No with 29 unusable ballots.



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- B. Project Manager Position** – The position description was re-written with more emphasis put on the management of the landscaping and golf course oversight. The job has been posted and I will begin reviewing resumes next week.
- C. Fire Fuel Reduction** – A meeting was held with Reno Green regarding this project. I will be reaching out to a consultant to discuss various options including grant opportunities. I will provide an update once more information is available.
- D. Copier/Plotter/Computers** – The new copier and plotter have been delivered and set-up. Eight new computers along with a new switch and firewall have also been received and set-up.
- E. Proposed AGC Fee Schedule** – A revised AGC fee schedule will be proposed to the Board at the March meeting. The purpose of the revised schedule is to off-set the increasing cost of the professionals on the AGC Committee. The increase is due to the number of submittals the committee is reviewing and the time involved on the inspections.
- F. Canyon Nine Electricity Expense** – A meeting with Tony Fakonas, Morgan McCauley (Reno Green) and myself was held March 15th to further discuss a fair and equitable way to determine the electricity cost for the Canyon Nine golf course. Once some needed testing is complete, a final recommendation will be submitted to the Board for approval prior to notifying the SGCC.
- G. Sierra Canyon West Monument** – Shortly after the last Board Meeting I was contacted by a representative from Somerset Development informing me that they would be removing the “Del Webb at” lettering from the monument at their expense. The reason for this was based on complaints from other buildings indicating that the signage was confusing potential buys that utilized that entrance into the community. All related repairs resulting from removing the lettering will also be completed at Somerset Development’s expense.

VII. LANDSCAPING REPORT (RGL) – See Exhibit “C” attached hereto.

VIII. ENGINEERING (PADOVAN) – See Exhibit “D” attached hereto.

EXHIBIT "A"

Fitness Class Attendance 2018 YTD Averages

Last updated: 3/2/18

| Class: | Instructor: | Day/Time | YTD Avg Attendance | YTD Total Attendance |
|------------------|---------------------|--|--------------------|----------------------|
| Body Sculpt | Beth Cunningham | Tuesday/Thursday 9-9:45a | 9.9 | 178 |
| Body Sculpt | Beth Cunningham | Tuesday/Thursday 11:15-12p | 4.8 | 81 |
| Bootcamp | Christy Santos | Mon/Wed 11:30-12:15p | 9.5 | 160 |
| Bootcamp | Christy Santos | Tues/Thu 6:30-7:15p | 6.1 | 103 |
| Crunch 15 | Christy Santos | Mon/Wed 12:15-12:30p/Fri 11:20-11:35a | 7.5 | 305 |
| Doubles Tennis | John Mathews | Mon/Wed 10a-12p | 3.6 | 47 |
| Fundamental Yoga | Kerry Dickinson | Tues/Thu 1:30-2:30p | 6.8 | 115 |
| GS Yoga | Karen/Renee | Tues/Thu 7:30-8:30a | 7.0 | 125 |
| Hatha Yoga | Linda Morgan | M,W,F 8:30-9:30a | 20.1 | 501 |
| Mat Pilates | Beth Cunningham | Tues/Thu 10-11a | 5.1 | 92 |
| Meditation | Linda Morgan | Wed 9:30-9:45a | 2.9 | 20 |
| Pickleball | Reserved Court Time | Mon 12:45-3:15p/Wed & Sat 12:30-3p/Fri 9:45-11:45a | 7.5 | 245 |
| Power Cycle | Christy Santos | Mon/Fri 10:45-11:20a | 12.3 | 196 |
| Spin | Beth Cunningham | Thursday 7:30-8:15a | 2.4 | 19 |
| Spin | Christy Santos | Tuesday 5:30-6:15p | 12.8 | 113 |
| Spin Bootcamp | Christy Santos | Thursday 5:30-6:15p | 7.5 | 60 |
| Spin Sculpt | Christy Santos | Wed 12:30-1:15p | 6.4 | 57 |
| Stretch 15 | Christy Santos | Mon 12:30-12:45p/Fri 11:35-11:50a | 6.3 | 100 |
| Tai Chi Easy | Bruce Knowlton | Monday 5:00-6:00p/Friday 12:00-1:00p | 4.9 | 78 |
| Torch | Leslie Haye | Tues/Thurs 6:00-6:45a | 2.8 | 44 |
| Yoga | Karen Hairfield | Sat 9-10a | 15.0 | 120 |
| Yoga Jam | Linda Morgan | Monday 5:30-6:30p | 4.8 | 38 |
| Zumba | Leslie Brown | M, W 6:35-7:35p | 9.3 | 159 |

Cancelled as of 3/1

| |
|-------------------------------|
| Class avg is >5 participants |
| Class avg is 2-5 participants |
| Class avg is 2 < participants |

EXHIBIT "B"

2018 Fitness Class Attendance

February

| Class: | Instructor: | Day/Time | # of | | Avg Class Attendance: | Classes w/ 2 or Less People |
|------------------|---------------------|--|----------|--------------|-----------------------|-----------------------------|
| | | | Classes: | Participants | | |
| Body Sculpt | Beth Cunningham | Tuesday/Thursday 9-9:45a | 9 | 99 | 11.0 | 0 |
| Body Sculpt | Beth Cunningham | Tuesday/Thursday 11:15-12p | 8 | 31 | 3.9 | 2 |
| Bootcamp | Christy Santos | Mon/Wed 11:30-12:15p | 8 | 84 | 10.5 | 0 |
| Bootcamp | Christy Santos | Tues/Thu 6:30-7:15p | 8 | 62 | 7.8 | 0 |
| Crunch 15 | Christy Santos | Mon/Wed 12:15-12:30p/Fri 11:20-11:35a | 20 | 166 | 8.3 | 1 |
| Doubles Tennis | John Mathews | Mon/Wed 10a-12p | 4 | 14 | 3.5 | 1 |
| Fundamental Yoga | Kerry Dickinson | Tues/Thu 1:30-2:30p | 8 | 55 | 6.9 | 0 |
| GS Yoga | Karen/Renee | Tues/Thu 7:30-8:30a | 9 | 65 | 7.2 | 0 |
| Hatha Yoga | Linda Morgan | M,W,F 8:30-9:30a | 12 | 246 | 20.5 | 0 |
| Mat Pilates | Beth Cunningham | Tues/Thu 10-11a | 9 | 45 | 5.0 | 1 |
| Meditation | Linda Morgan | Wed 9:30-9:45a | 4 | 10 | 2.5 | 2 |
| Pickleball | Reserved Court Time | Mon 12:45-3:15p/Wed & Sat 12:30-3p/Fri 9:45-11:45a | 16 | 118 | 7.4 | 0 |
| Power Cycle | Christy Santos | Mon/Fri 10:45-11:20a | 8 | 94 | 11.8 | 0 |
| Spin | Beth Cunningham | Thursday 7:30-8:15a | 4 | 8 | 2.0 | 3 |
| Spin | Christy Santos | Tuesday 5:30-6:15p | 4 | 58 | 14.5 | 0 |
| Spin Bootcamp | Christy Santos | Thursday 5:30-6:15p | 4 | 37 | 9.3 | 0 |
| Spin Sculpt | Christy Santos | Wed 12:30-1:15p | 4 | 27 | 6.8 | 0 |
| Stretch 15 | Christy Santos | Mon 12:30-12:45p/Fri 11:35-11:50a | 8 | 51 | 6.4 | 0 |
| Tai Chi Easy | Bruce Knowlton | Monday 5:00-6:00p/Friday 12:00-1:00p | 8 | 38 | 4.8 | 0 |
| Torch | Leslie Haye | Tues/Thurs 6:00-6:45a | 0 | 0 | 0.0 | 0 |
| Yoga | Karen Hairfield | Sat 9-10a | 4 | 59 | 14.8 | 0 |
| Yoga Jam | Linda Morgan | Monday 5:30-6:30p | 4 | 17 | 4.3 | 1 |
| Zumba | Leslie Brown | M, W 6:35-7:35p | 8 | 70 | 8.8 | 0 |

Somerset HOA -- February Highlights

EXHIBIT "C"

| Week of | Account # | Task | Street/ Area | Description | Mainline | Owner Requests | Trees | Map/Pic Tab | Action Needed |
|-----------|-----------|--------------|----------------------|--|----------|----------------|-------|-------------|------------------------|
| 2/5/2018 | 95285 | Irrigation | Gypsy Hill | Began irrigation repair where rockery wall repair took place | | | | | |
| 2/5/2018 | 96347 | Construction | Canyon 9 Golf Course | Provided estimate for wall repair | | | | | Client Response Needed |
| 2/5/2018 | All | Maintenance | All | Winter maintenance tasks | | | | | |
| 2/5/2018 | 95274 | Maintenance | Del Webb Monument | Pruned and selectively removed mugos for better visibility | | | | | |
| 2/5/2018 | All | Maintenance | All | Provided information regarding post-emergent spraying | | | | | |
| 2/12/2018 | 95274 | Maintenance | Somerset Parkway | Cleaned native area on Somerset Pkwy to the 5th roundabout | | | | | |
| 2/12/2018 | 95285 | Maintenance | Forest Willow | Started cleaning native area near Forest Willow to Scott Valley Road | | | | | |
| 2/12/2018 | 95285 | Irrigation | Gypsy Hill | Worked on irrigation repair requests | | | | | |
| 2/12/2018 | 95274 | Maintenance | Somerset Parkway | Pruned the native area | | | | | |
| 2/12/2018 | All | Maintenance | All | Winter maintenance tasks | | | | | |
| 2/12/2018 | 95279 | Maintenance | Copper Knolls | Provided map of fuel reduction progress. Need direction regarding finishing this area. | | | | | Client Response Needed |
| 2/19/2018 | 95264 | Maintenance | Mae Anne | Pruned and detailed the planter beds from Mae Anne to roundabout 3 | | | | | |
| 2/19/2018 | 95274 | Maintenance | All | Winter maintenance tasks | | | | | |
| 2/19/2018 | 96372 | Maintenance | TCTC Pool | Provided pool maintenance contract | | | | | Client Response Needed |
| 2/19/2018 | 95274 | Construction | Parkway | Put 2018 construction projects on hold | | | | | |
| 2/26/2018 | All | Maintenance | All | Provided snow removal services | | | | | |

SOMERSETT OWNERS ASSOCIATION – ENGINEERING UPDATE
February-March 2018

This update is an ongoing summary of significant projects that Padovan Consulting is currently providing project management and/or engineering for as well as summarizing future projects if known.

Despite recent storms the dry winter has been very helpful in allowing several projects to be successful both with schedule and finishing on budget. Overall we are on schedule or ahead of schedule for current and planned projects.

PROJECTS:

1. Rockery Wall and Slope Failures – All projects are complete. Landscape repair remains in each area.

SBE Shear Key:

Reno Green has prepared plans for both homeowner yards affected by the repair. We have met with both homeowners to review the plan. Revisions were made based on those meetings and plans have been revised and sent to homeowners. Planned installation date for these yards is second week of April per input from the homeowners. Installation dates are weather dependent.

The language, legal descriptions and exhibits for the permanent easements was completed and reviewed. The attorneys will likely present to homeowners for review. Landscape repair of homeowner backyards still remains.

Timaru Ct. soil nail wall and rockery wall reconstruction:

The concrete curb and sidewalk repairs were completed and a new storm drain inlet was installed.

Reno Green has prepared homeowner landscape plans. We have met with the homeowner and subsequently revised and resent to the plan to the homeowner. The installation has been delayed by weather but will start as soon as weather permits.

The common area rockery wall benches, the parkway strip at street level and other small landscape clean up repairs still remain. I have been meeting and corresponding with Reno Green for these areas for both schedule and items to be included. The projects will include irrigation repair, plantings and hydroseed (Granite). This will be done in conjunction with Reno Green's irrigation start up this spring and will be coordinated with Reno Green and Granite for the hydroseed portion. Estimated start date is the last week of March.

Trail Ridge (aka Hole 5 SGCC) rockery wall repair:

The cart path removed from the repair has been replaced. The toe of slope just beyond the cart path was finished with rock and the construction access road has been removed. Several panels of concrete were damaged and will need to be replaced. This work is scheduled for the last week of March. The contractor has also completed the re-grading of the golf course areas used for access. The above finish work has been coordinated with site review meetings with SGCCC. The SGCCC has begun irrigation repair and will be further preparing the disturbed golf areas for new sod.

The slope landscaping will be native and established with both drip irrigation and temporary irrigation for the native seed mix applied. This project will likely start in early April as weather permits and coordinated with SGCCC landscape of the golf course.

Reno Green has prepared landscape plans and we have met with homeowners to review the plans. Revised plans were resent to homeowners as needed. Planned installation is for the end of March to beginning of April. The project overall disturbed less of the homeowner's yards than anticipated so the projects will be relatively simple to complete.

Padovan Consulting will continue to provide project management until all areas are finished.

The monitoring of SBE slope and Crescent Point walls continues. A battery failure at Crescent Point caused that system to be temporarily down. The problem was recognized and addressed quickly and the system is operational again. No movement in either area has been detected.

2. Canyon 9 Hole 1 and 9 Pond Sediment Removal- DF Drumm has completed the repair of the Hole 1 (upper pond) sediment removal. The disturbed areas have been regraded and the pond is now re-established. The sediment removal improves the aesthetics by establishing the pond again but this also allows this pond to act as a settling basin for sediment to protect the Hole 9 (lower pond) that serves as a primary source of irrigation water for both golf courses. Completing this project was an important maintenance item.

The lower pond sediment removal project was awarded to Granite at last month's board meeting. Granite has already completed the sediment removal. The pond is now operational again prior to the irrigation season. The sediment was placed on the west bank in order to dry before hauling off-site. This will be completed in the next couple weeks as weather permits. The disturbed areas will be regraded by Granite.

Both the upper and lower pond disturbed areas will be hydroseeded. Bids for this work are currently being collected. This will likely be done in conjunction with the other hydroseed projects associated with the failure repairs to reduce mobilization charges.

3. Somerset Common Area Drainages and Hillside Erosion- Padovan Consulting has provided the general manager the updated condition spreadsheet and has compiled a list of priority projects to complete this year. We are tentatively planning to meet with HOA management when the new project manager is in place to review the recommended projects. This meeting is important to keep the management in the loop on what has been done over the last couple years and to make decisions for this year's projects with respect to budget constraints.
4. Asphalt Maintenance – Padovan Consulting manages and oversees the pavement preservation for all privately owned SOA streets and paths. The community wide patch project has been substantially complete. A review of this project was recently completed and a punch list of repair items was provided to the contractor that included various clean up items as well as some missed patches. These items are currently being addressed. The patching caused some landscape disturbance part of which was caused by overgrowth of sod or creep or sediment over the existing asphalt trails. In order to remove and replace the asphalt this overgrowth was removed which created uneven looking edges. It is recommended that Reno Green removes this overgrowth to re-establish the full width and clean

edge of the trails prior the slurry seal of the trails later this year. I plan to explore this project with Reno Green and management.

The second part of this project is the hot rubberized crack seal and we are waiting for drier weather. There was too much moisture in the cracks to start this project but will be done soon.

Padovan Consulting has begun preparation of the slurry seal bid and is ahead of schedule for this bid preparation. It is anticipated that bids will be presented at the April board meeting. The slurry seal is the overall surface treatment that will be applied to nearly all Somersett asphalt trails and numerous private roadways. The slurry seal will cover the recent patching and upcoming crack seal to make the trails look uniform and clean. It will also address the raveling and delamination that is present on many path sections. The planned slurry seal follows the schedule of the Reserve Study so funding is in place. The overall project will encompass slightly over 1 million square-feet of asphalt pavement. This should ensure very good volume unit pricing.

5. Somersett Slide Relocation and Landing Pool –Topography and utility locations have been completed. Coordinating with OLC we have determined the final splash pool location. This location was approximated with field marks at the site and viewed by HOA staff and facility committee members. The location was approved and this information will be incorporated into the final OLC plans and the Padovan Consulting site plan both of which are being prepared. Anticipate to be finished with plans in April and preparing the bid package. We plan to send out to bid as soon as April or possibly May. This is well ahead of the planned construction start of Fall of 2018 but since pool contractors have been very busy we feel being out ahead of the construction start will prevent any scheduling issues with the contractor.