



# SOMERSETT OWNERS ASSOCIATION

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: January 2020

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

<b>Applications Submitted</b>	<b>Applications Approved</b>	<b>Applications Denied</b>
Landscaping – 13/13	Landscaping – 7/7	Landscaping – 0/0
New Homes – 0/0	New Homes – 0/0	New Homes – 0/0
Other Modifications – 8/8	Other Modifications – 7/7	Other Modifications – 1/1
<b>Total – 21/21</b>	<b>Total – 14/14</b>	<b>Total – 1/1</b>

\*Numbers pulled from January 2020 AGC meeting minutes

### II. COMMUNITY STANDARDS ENFORCEMENT\* (CSE) (M/YTD):

<b>Started in January</b>	<b>Progress to Hearings</b>	<b>Continued Incident</b>
Architectural – 0/0	Architectural – 3/3	Basketball (Storage) – 0/0
Garbage in View – 0/0	Garbage in View – 0/0	Parking/Vehicular – 1/1
Landscaping – 2/2	Landscaping – 0/0	Amenities (Behavior) – 3/3
Signage – 2/2	Amenities – 0/0	Rentals (Lease Terms) – 0/0
Other – 21/21	Signage – 0/0	Other – 2/2
<b>Total – 25/25</b>	Other – 8/8	<b>Total – 6/6</b>
	<b>Total – 11/11</b>	
<b>Continuing</b>	<b>On-Hold</b>	<b>On-Extended Hold</b>
Address (Altered) – 0/0	Architectural – 7/7	Architectural – 3/3
Architectural – 0/0	Landscaping – 3/3	Maintenance – 1/1
Garbage in View – 0/0	Lighting – 0/0	Landscaping (Install) – 9/9
Landscaping – 0/0	Maintenance – 1/1	Landscaping (Maint.) – 11/11
Signage – 0/0	Use Restrictions – 0/0	Other – 0/0
Other – 1/1	Other – 0/0	<b>Total – 24/24</b>
<b>Total – 1/1</b>	<b>Total – 11/11</b>	

### III. CLUB AT TOWN CENTER (TCTC):

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

##### 1. Adult Potluck

January 18, 2020

Cost to Attend: Free

Numbers of Participants: 39/39

Revenue: \$0/ \$0



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### 2. Kids Movie Night

January 24, 2020

Cost to Attend: \$12.00

Numbers of Participants: 32/32

Cost of Event: 75/\$75

Revenue: \$384.00/\$384.00

### 3. Adult Trivia Night

January 24, 2020- Cancelled due to not enough sign ups

Cost to Attend: \$12.00

Numbers of Participants: 0/0

Cost of Event: 0/\$0

Revenue: 0/ \$0

### 4. 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: 21

Cost to Run: \$200 plus \$2220 in labor/ month

Semester Specials Sold: 10

\*Parents have the option to pay for the entire semester in August

Revenue: \$10,335 /\$10,335 \*includes semester specials

## B. Upcoming Events

1. **Super Bowl Party** – Sunday, February 3
2. **Daddy Daughter Dance**- Saturday, February 8
3. **Adult Potluck**– Saturday, February 15
4. **Kids Movie Night**- Friday, February 21

## C. Fitness Classes

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

## D. Club Usage (M/YTD)

1. **Club Usage for January**– 2,335/2,335 residents checked into the club of which 950/950 were for the gym or fitness classes, 155 checked in for the pool.
2. **Golfers in January** – 72/72



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### IV. COMMUNICATIONS:

#### A. Emails- January

1. 20 emails sent
2. 3,166 emails on the master list.
3. Open rate (Kan. 304 Somerset Happenings): Somerset, 60%; Sierra Canyon, 62.3%

#### B. Facebook Statistics – January

1. 1,956 page followers; 23 new page follows
2. Top posts viewed:
  - Snowshoe photos (721 views)
  - West Park update (719)
  - Adult Potluck push (483)

#### C. Somerset.net – January

1. 7,309 page views; 2,051 users
2. # of logins: 562
3. Top pages or posts viewed:
  - Monthly Assessments: The whys and wherefores (642 views)
  - The Club (384)
  - West Park update (274)

### V. SPECIAL PROJECTS UPDATE:

- A. **Canyon Nine** - Repairs to the Canyon Nine pump house have been completed. Testing will take place once the system is turned back on for the season (March/April).

### VI. COMMUNITY LANDSCAPE AND OPEN SPACE:

#### A. Projects:

1. Drainage swale maintenance is ongoing.
2. Supplemental watering of new trees and plant material due to lack of precipitation.
3. Snow stake maintenance ongoing.
4. Removal of bend-a-board edging on Somerset Pkwy in the Cut.
5. Canyon 9 maintenance awarded to BrightView Golf Maintenance.
6. Structural and visibility pruning of trees in Aquatics Center is taking place.
7. Repair of slope stabilization on Saddle Tree.



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### B. Irrigation:

1. All irrigation is OFF and has been winterized for the season.
2. Repairs to drip irrigation taking place throughout the community.
3. The installation of 1,280 water efficient irrigation heads on Somerset Park Way from Mae Anne to the overlook parking lot above "The Village" has been completed. Installation of water efficient nozzles is now taking place.
4. All irrigation backflows have been removed and placed in storage for the season.
5. A proposal submitted to Finance Board for approval to replace two damaged irrigation controllers.

### C. Landscape Maintenance:

1. Weekly mowing and edging has been suspended until spring.
2. Leaf and debris removal continues throughout the community.
3. Continued pruning of plant material including for path of travel and visibility clearance.
4. Peavine Creek trail head clean-up work is being performed..

## VII. MAINTENANCE:

### A. Completed Projects:

1. Cleaning and layout for new Lifeguard Station Area.
2. Installed new Play Pool heater #1.
3. Installed new timers for pool lights.
4. Gates repairs throughout the community.
5. Replacement light diverters have been installed.

### B. On-Going Projects

1. Obtaining painting quotes for basement.
2. Interior first floor painting and wall paper removal.
3. Clubhouse exterior painting and fence painting.
4. On-going gate repairs throughout the community.
5. Installation of new carpeting.
6. Installation of new pool pumps and electrical variable speed drives.

## VIII. GENERAL MANAGER (As of 2/20/20)

- A. **Executive Session Summary** – During the Executive Session to be held on February 26, 2020 the Board will conduct hearings, impose fines, review violations, review the AGC Committee Meeting minutes, discuss AGC variance requests, and review delinquencies and collection matters.



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- B. Rockery Wall Inspection Program** – The second quarterly inspection has been conducted and there is nothing significant to report.
- C. Fire Fuel Reduction** – A meeting was held the Fire Fuel Consultant and vendor to discuss work to be completed in 2020. The consultant's proposal will be discussed at the February Board meeting. Proposals from vendors should be presented at the March Board meeting. The consultant is also currently writing a submittal for a new grant.
- D. Aesthetic Guidelines Committee (AGC)** – The Committee is still reviewing the guidelines and will be presenting proposed changes later this year. The search for additional new committee members is still on-going.
- E. 2019 Year End Summary** – The following are a few of the key projects completed in 2019:
- Installed new solar operated cross walk signage in two (2) new locations.
  - Completed approximately 54 acres of fire fuel reduction.
  - Completed the relocation of the pool slide and new landing pool.
  - Sanded, primed and re-painted the pool slide staircase.
  - Completed a major repair to the irrigation system that compromised approximately 600 feet of underground piping.
  - Completed new tree and irrigation mapping through the entire community.
  - Completed a thorough review of the SGCC equipment including water usage. Also, initiated a new system for determining the electrical usage which resulted in a substantial savings for the association.
  - Completed the rockery all repairs on Gypsy Hill Trails, including relocating the fire hydrant located next to the wall.
  - Purchased new umbrellas/stands and sunshades.
  - Completed pavement maintenance on the trails within the internal Sierra Canyon trail network (non-MEA areas). This work consisted of crack sealing only.
  - Awarded the landscape maintenance contract to Brightview.
  - Completed an operational assessment on the irrigation controllers.
  - Reestablished tree rings around all trees in turf areas.
  - Repainted the play pool water features.
  - Installed over 200 new trees in the community.
  - Installed over 1300 new water efficient irrigation heads each with a built in pressure regulator and check valve.
  - Installed six (6) new web based irrigation controllers with weather control features.
  - Replaced massage room flooring.
  - Replaced oven in the kitchen.
  - Retro fitted the exterior lighting in the parking lot to energy efficient lightly.
  - Purchased new golf cart for maintenance.
  - Purchased and installed new fitness equipment at the club.



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## **GENERAL MANAGER'S REPORT**

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**IX. LANDSCAPING REPORT (Brightview)** – See Exhibit “C” attached hereto.

**X. CANYON NINE MAINTENANCE REPORT** – See Exhibit “D” attached hereto.

**XI. ENGINEERING (PADOVAN)** – See Exhibit “E” attached hereto.

# EXHIBIT "A"

## 2020 Fitness Class Attendance

## January

Class:	Instructor:	Day/Time	# of Classes:	Total # of Participants	Avg Class Attendance:	>2 People	Cost per person	
Body Sculpt	Christy Santos	Thurs 9:45-10:30a	4	48	12.0	0	\$3.33	
Bootcamp	Christy Santos	M 9:45-10:30a/W 10-10:45a	8	57	7.1	0	\$5.61	
Cardio Step	Cindy Payton	MWF 9:30-10:30a	13	93	7.2	0	\$5.59	
Cardio Tennis	John Mathews	MW 10-12p	0	0	0.0	0	#DIV/0!	*Off season
Chair Yoga	Nancy Chontos	Mon 8-9a/Thurs 4-5p	8	97	12.1	0	\$3.30	
Circuit Training	Christy Santos	Tues 4:30-5:15p	4	25	6.3	0	\$6.40	
Crunch 15	Christy Santos	M-F various times	22	193	8.7	1	\$4.56	
Fundamental Yoga	Kerry Dickinson	Thurs 1:30-2:30p	5	39	7.8	0	\$5.13	
GS Yoga	Karen Hambleton	Tues/Thurs 7:45-8:45a	8	38	4.8	0	\$8.42	
Hatha Yoga	Linda Morgan	MWF 8:30-9:30a	13	245	18.8	0	\$2.12	
Hatha Yoga	Linda Morgan	Monday 5:30-6:30p	4	36	9.0	0	\$4.44	
Mat Toning	Angela Francis	Tues/Thurs 10-10:45a	8	35	4.4	3	\$9.14	
Meditation	Linda Morgan	Wed 9:30-9:45a	4	36	9.0	0	\$4.44	
Mind-Body Wellness	Bruce Knowlton	M 5:30-6:30p/F 8-9a	7	37	5.2	0	\$7.57	
Pickleball	Reserved Court Time	Mon/Wed/Sat 12:30-3:00p	12	142	11.8	0	*No instructor	
Power Cycle	Christy Santos	MF 10:45-11:20a	9	94	10.4	0	\$3.83	
Spin	Christy Santos	Tues 5:30-6:15p	4	32	8.0	0	\$5.00	
Stretch & Roll	Christy Santos	MF 11:35-12:10p	9	48	5.3	0	\$7.50	
Tabata/HIIT	Angela F./Leslie H.	Tues/Thurs 6:00-6:45a	10	56	5.6	0	\$7.14	
Tabata/HIIT	Angela F./Leslie H.	Saturday 8:00-8:45a	4	32	8.0	0	\$5.00	
TRX Spin	Christy Santos	Wed 11-11:45a/Thurs 5:30-6:15p	9	58	6.4	1	\$6.21	
Yoga	Karen Hambleton	Saturday 9-10a	4	55	13.7	0	\$2.91	
Zumba	Leslie Brown	M 6:35-7:35p/W 5:35-6:35p	7	35	5.0	0	\$7.00	
Aqua Tabata	Linda Morgan	Tues/Thurs 9:00-10:00a	0	0	0	0	#DIV/0!	*Off season
Aqua Tabata	Linda Morgan	Tues/Thurs 10:10-11:00a	0	0	0	0	#DIV/0!	*Off season
Aqua Fit	Mandy Nelson	Mon/Wed 2-3p	0	0	0	0	#DIV/0!	*Off season
Aqua Fit	Angela Francis	Saturday 9-10a	0	0	0	0	#DIV/0!	*Off season
Aqua Fit	Angela Francis	Saturday 10:10-11:00a	0	0	0	0	#DIV/0!	*Off season
					Avg < 4 ppl			

## EXHIBIT "B"

### Fitness Class Attendance YTD 2020

Last Updated: 2/5/2020

Class:	Instructor:	Day/Time	YTD Avg Attendance	YTD Total Attendance
Body Sculpt	Christy Santos	Thurs 9:45-10:30a	12.0	48
Body Sculpt	Christy Santos	Thurs 9:45-10:30a	7.1	57
Body Sculpt	Christy Santos	Thurs 9:45-10:30a	7.2	93
Cardio Tennis	John Mathews	MW 10-12p	0.0	0
Chair Yoga	Nancy Chontos	Mon 8-9a/Thurs 4-5p	12.1	97
Circuit Training	Christy Santos	Tues 4:30-5:15p	6.3	25
Crunch 15	Christy Santos	M-F various times	8.7	193
Fundamental Yoga	Kerry Dickinson	Thurs 1:30-2:30p	7.8	39
GS Yoga	Karen Hambleton	Tues/Thurs 7:45-8:45a	4.8	38
Hatha Yoga	Linda Morgan	MWF 8:30-9:30a	18.8	245
Hatha Yoga	Linda Morgan	Monday 5:30-6:30p	9.0	36
Mat Toning	Angela Francis	Tues/Thurs 10-10:45a	4.4	35
Meditation	Linda Morgan	Wed 9:30-9:45a	9.0	36
Mind-Body Wellness	Bruce Knowlton	M 5:30-6:30p/F 8-9a	5.2	37
Pickleball	Reserved Court Time	Mon/Wed/Sat 12:30-3:00p	11.8	142
Power Cycle	Christy Santos	MF 10:45-11:20a	10.4	94
Spin	Christy Santos	Tues 5:30-6:15p	8.0	32
Stretch & Roll	Christy Santos	MF 11:35-12:10p	5.3	48
Tabata/HIIT	Angela F./Leslie H.	Tues/Thurs 6:00-6:45a	5.6	56
Tabata/HIIT	Angela F./Leslie H.	Saturday 8:00-8:45a	8.0	32
TRX Spin	Christy Santos	Wed 11-11:45a/Thurs 5:30-6:15p	6.4	58
Yoga	Karen Hambleton	Saturday 9-10a	13.7	55
Zumba	Leslie Brown	M 6:35-7:35p/W 5:35-6:35p	5.0	35
Aqua Tabata	Linda Morgan	Tues/Thurs 9:00-10:00a	0.0	0
Aqua Tabata	Linda Morgan	Tues/Thurs 10:10-11:00a	0.0	0
Aqua Fit	Mandy Nelson	Mon/Wed 2-3p	0.0	0
Aqua Fit	Angela Francis	Saturday 9-10a	0.0	0
Aqua Fit	Angela Francis	Saturday 10:10-11:00a	0.0	0

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

\*Off season

\*Off season  
\*Off season  
\*Off season  
\*Off season  
\*Off season





**Somerset  
February  
2020 Report**

***Common Area Planters***

- Continue seasonal cut back of grasses and other perennial plants
- Remove trash in planters weekly
- Continue to create buffers along backsides of planter and turf areas in parkways
- Hand watering of new trees, plants and sod
- Visibility trimming at intersections
- Weeding in areas where needed
- Removal of bend a board edging on parkway in the cut
- Additional leaf/pine needle removal where needed
- Rake and clean DG beds at Town Square
- Clean up on parking lot on Pevine Creek Trail

***Irrigation System***

- Continue head replacement project
- Troubleshoot malfunctioning irrigation controllers
- Identify other needed repairs before start up

***Special Projects and Miscellaneous Items***

- Service dog waste stations and trash cans twice per week throughout
- Complete Willow Removals behind Roanoke Trail
- Removal of willows in medians on Somerset Parkway
- Snow removal for snow events from 1/16/2020
- Ice event on 2/3/2020
- Car accident clean up on 2/5/2020
- Remove DG in road at Back Nine/ Del Webb gate
- Remove sand and dirt build up on Somerset parkway in the cut
- Repair jute net on Saddle Tree
- Clean road debris at Back Nine/ Somerset Parkway gate

## EXHIBIT "D"



### **BrightView Golf Maintenance Somerset Canyon 9 Update**

**Below is a summary of BrightView Golf Maintenance activities and efforts at the Canyon 9 golf course:**

- BrightView supplied flags and poles on the greens until permanent flags and poles are purchased by Somerset HOA to replace missing flags/pins.
- Core soil samples have been taken from greens and sent to Michigan State University for particle analysis and to confirm correct topdressing material.
- Bunker sand depth audit and course start up video have been completed. We will provide a copy of the sand depth audit to you under separate email.
- Putting cups have been moved on greens and tee markers rotated on tees. Trash was cleaned up from grass and native areas surrounding the course. Bunkers were repaired, small rocks removed and the sand was full raked.
- Ball washers have been removed in an effort to refurbish washers that are repairable and to replace any that are broken beyond repair.
- Although we didn't get a chance to discuss this with the Board earlier, we have included as part of our agreement an irrigation expense line item of up to \$3,000 annually for minor repairs. This will alleviate the need to disrupt daily operations with requests for funds. This is at no additional cost to you.
- We have included as part of our agreement the annual replacement of flags and poles. Also included is ball washer refurbishment and bunker rake replacement when needed. This is at no additional cost to you.
- We are finalizing selection of our Superintendent for the property. This individual will be solely employed at Somerset Canyon 9 and will be available daily to you.
- Upon hiring of our Superintendent, we will begin working with him/her on a plan to repair the traffic damage around the entrances and exits of the paved paths. As we discussed, if we can perform these repairs without any outside labor, our expectation is that you will only pay for our materials, not labor.

## EXHIBIT "D"



- Continue interview and advisement process for hourly workers.
- Explore possible sites to install a structure for equipment storage and submit plans to the Review Board to ensure structure is in HOA building compliance.
- Plan an "opening day" event on the golf course.
- Collaborating with BrightView Golf's Vice President of Agronomy Dr. Todd Bunnell on a future site visit date.



## EXHIBIT "E"

830 Sequoia Pass Court  
Sparks, NV 89436  
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### SOMERSETT OWNERS ASSOCIATION – ENGINEERING UPDATE February 2019

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.

#### PROJECTS:

1. Rockery Wall Failures – CFA is conducting their quarterly round of rockery wall monitoring this month. Data will be provided later this month.

Kane Geotech continues to remotely monitor the Crescent Point wall and SBE slope. No movement or moisture has been detected.

2. Somerset Common Area Drainages and Hillside Erosion - Padovan Consulting has been working on hillside erosion and drainage issues throughout Somerset.

Padovan Consulting recently completed update reviews of common area drainage channels and updated the overall drainage channel condition spreadsheet. The spreadsheet identified higher priority items that should be addressed with needed maintenance. The majority of this work is clearing of vegetation and is planned to be completed over the winter. An RFP was prepared and bids were received for vegetation clearing in various channels (Bid 7). Bid 7 was approved by the board at their January board meeting and work has commenced by Signature Landscape.

A Drainage Channel repair RFP (Bid 6) was approved for clearing of a drainage channel (Parkway 8) adjacent to the golf course. Grade-Ex is scheduled to start the work the week of February 17th.

Further work on channels will be evaluated and bid in 2020 for sediment clearing and erosion issues.

The Wintercreek slope behind homes on Scott Valley Ct. is still not adequately stabilized. EPS cleared the channel below the slope. Met with SOA and EPS to plan for re-seeding in the Spring. Final toe of slope treatment and removal of the silt fence is pending successful revegetation of the slope.

3. Golf Course Irrigation Facilities – Commercial Pumps Service (CPS) has successfully completed the work on the following Canyon 9 pump station repairs:
  - Replace both pumps and associated down pipes.
  - Replace Motor #2
  - Recondition the Amiad Filter
  - Replace the Cla-Valve
  - Condition review and maintenance for the following year

A flow test will be conducted with CPS and Brightview this spring with warmer weather when pump start up occurs. Preliminary tests indicate all is within specifications.

## EXHIBIT "E"

### 4. Pavement Maintenance - Padovan Consulting oversees Somerset pavement maintenance.

A low spot holding water in the street and damaging the asphalt was evaluated in the Boulders (2C) on Split Rock Trail. Grade-Ex has completed the work. Re-landscaping and driveway repair are complete.

A project is underway for repair of low spots along Gypsy Hill Trail below the wall repair to address the heaved curb and low spots in the asphalt pavement holding water. The design has been approved for permit by the City of Reno. Sealed bids were presented to the board and a bid was awarded to APEX. Project will be scheduled in the spring with warmer weather.

No large scale surface treatments are scheduled until 2021.

Padovan Consulting is currently reviewing all private streets for condition. A crack seal project for the streets will be bid this spring. This will address the linear cracking in the streets. This is a budgeted reserve expense for 2020.