



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: August 2019

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

Applications Submitted	Applications Approved	Applications Denied
Landscaping – 26/135	Landscaping – 20/97	Landscaping – 0/24
New Homes – 2/27	New Homes – 1/12	New Homes – 0/9
Other Modifications – 12/82	Other Modifications – 7/73	Other Modifications – 3/8
Total – 40/244	Total – 28/182	Total – 3/41

*Numbers pulled from August 2019 AGC meeting minutes

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

Started in July	Progress to Hearings	Continued Incident
Architectural – 3/31	Architectural – 1/18	Basketball (Storage) – 0/1
Garbage in View – 10/72	Garbage in View – 0/1	Parking/Vehicular – 0/5
Landscaping – 58/291	Landscaping – 21/65	Amenities (Behavior) – 4/16
Signage – 3/15	Amenities – 1/3	Rentals (Lease Terms) – 0/0
Other – 22/241	Signage – 0/2	Other – 3/21
Total – 96/650	Other – 1/22	Total – 7/43
	Total – 24/120	
Continuing	On-Hold	On-Extended Hold
Address (Altered) – 0/0	Architectural – 6/12	Architectural – 0/7
Architectural – 3/34	Landscaping – 8/9	Maintenance – 2/8
Garbage in View – 0/0	Lighting – 0/0	Landscaping (Install) – 13/60
Landscaping – 6/29	Maintenance – 2/2	Landscaping (Maint.) – 2/79
Signage – 0/0	Use Restrictions – 0/0	Other – 0/19
Other – 2/6	Other – 0/0	Total – 17/173
Total – 11/69	Total – 16/23	

III. CLUB AT TOWN CENTER (TCTC):

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

1. Music on the Green

August 3, 2019 at 4:30pm
Cost to Attend: Free
Number of Participants – 350
Cost of Event - \$4,000
Revenue: \$0



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2. **Glow Ball**

August 10 at 8pm
Cost to Attend: \$30/person or \$50/couple
Number of Participants: 8
Cost of Event: \$110
Revenue: \$300

3. **S'mores**

August 10 at 6pm
Cost to Attend: Free
Number of Participants: 55
Cost of Event: \$45
Revenue: \$0

4. **Adult Potluck**

August 17 at 5:30pm
Cost to Attend: Free
Numbers of Participants: 260/231
Cost of Event: \$35/bartender/\$245
Revenue: \$9/ \$120

5. **Kids Movie Night- Not held in Summer Months**

August 23 at 5:30p
Cost to Attend: \$12.00
Numbers of Participants: 28/142
Cost of Event: \$95/\$762
Revenue: \$336/ \$264

6. **Adult Trivia Night**

August 23 at 5:30pm
Cost to Attend: \$10
Numbers of Participants: Cancelled due to no sign ups
Cost of Event: \$0
Revenue: \$0



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7. **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: 17

Cost to Run: \$200.00 plus \$2220.00 in labor/ month

Semester Specials Sold: 9

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

Revenue: \$6634 /\$17,634 *includes semester specials

8. **Summer Camp**

We provide lunch on field trip days, crafts, activities, science activities, take kids on field trips 2 days a week to a variety of locations.

Cost: \$185/week/child

Number of Participants: 45/week

Cost to Run: Varies. August Costs: \$3665 \$ July Costs: \$5229.44 June costs: \$1597; May Costs: \$10,982.19

Revenue: \$4,577 /\$ 58,977

B. **Upcoming Events**

1. **Labor Day Bash** – Monday, September 2
2. **Coffee and Donuts with Staff** – Tuesday, September 10
3. **S'mores**- Saturday, September 14
4. **Adult Potluck**- Saturday, September 21
5. **Kids Movie Night**- Friday, August 23
6. **MC Believe 5k Run** – Sunday, September 29

C. **Fitness Classes**

1. **Fitness Class Attendance (August)** – 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 August** – 6,935/42,455 residents checked into the club of which 1,987/19,714 were for the gym or fitness classes. 1874 checked in for the pool.
2. **Golfers in July** – 732/3,194



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IV. COMMUNICATIONS:

A. Emails- August

1. 18
2. 3,126 emails on the master list.
3. Open rate (Aug. 6 Somerset Happenings): Somerset, 58.86%; Sierra Canyon, 69%

B. Facebook Statistics – August

1. 1,723 page likes; 16 new likes; 17 new page follows
2. Top posts viewed:
 - Music on the Green Facebook Live video (628 reach)
 - Play Pool closing for season (580)
 - Everyone plays the Canyon Nine for \$5 (527)

C. Somerset.net – August

1. 7,694 page views; 3,174 users
2. # of logins: 503
3. Top pages or posts viewed:
 - Canyon Nine (559 page views)
 - The Club (422)
 - What to do if you spot a problem in a common area (296)

V. SPECIAL PROJECTS UPDATE:

None at this time

VI. COMMUNITY LANDSCAPE AND OPEN SPACE:

A. Projects:

1. Spraying post-emergent to establish a border between native common area and planted landscape.
2. True Green performed a granular fertilizer application to improve turf color and health.
3. Removal and spraying of willows from asphalt trail in Sierra Canyon and Somerset.
4. The planting of 100 trees in the Sierra Canyon MEA and throughout the community is completed.
5. An additional 100 locations for trees has been located and a proposal for the Boards review will follow.
6. Brightviews certified arborist completed the tree assessment and inventory on 7,422 trees throughout Somerset and the Sierra Canyon MEA.



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B. Irrigation:

1. We now have 3 web based and weather controlled irrigation controllers in the community. This allows for better water management and the use of less water.
2. 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 started. Each head is pressure regulated and has its own check valve to make the heads more efficient and save water during scheduled irrigation run times.
3. On-going irrigation system checks are being performed and repairs and adjustments being made as necessary.

C. Landscape Maintenance:

1. Weekly mow and edge of all turf area.
2. Continued cleaning of planter beds throughout the community.
3. Noxious weed removal continues throughout the community.
4. Brightview crews continued pruning of plant material for path of travel and visibility clearance.
5. Starting to seasonal prune back plant material to prepare for the Fall/Winter seasons.

VII. MAINTENANCE:

A. Completed Projects:

1. Repaired washer leak in laundry room.
2. Drained, scrubbed and filled Lap Pool.
3. Repaired 3 damaged underwater pool lights.
4. Purchased a new golf cart for maintenance.
5. Completed all backflow inspections.
6. Replaced several damaged signs.
7. Repaired several gates throughout the community.

B. On-Going Projects

1. Men's Sauna floor tile repair.
2. Interior first floor painting.
3. Play Pool refinishing project.



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VIII. GENERAL MANAGER (As of 9/17/19)

- A. Executive Session Summary** – During the Emergency Executive Session meeting held on September 19, 2017 the Board discussed legal matters related to on-going litigation. During the September 25, 2019 Executive Session, the Board will conduct hearings, impose fines, review violations, review the AGC Committee Meeting minutes, discuss legal matters, review delinquencies, collection matters, bad debt and write-offs.
- B. Rockery Wall Inspection Program** – Installation of monitoring equipment in all 11 locations throughout the community has been completed. The first round of quarterly readings are scheduled for the week of September 23rd.
- C. Budget Process** – The budget process is nearing completion. The budget presentation is scheduled for October 9th, 2019 at 5:30 p.m. in the Sports Court.
- D. Canyon Nine Equipment Repairs** – Cost estimates will be presented at the September 25th Board of Directors meeting.

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

X. CANYON NINE MAINTENANCE REPORT (RGL) – See Exhibit “D” attached hereto.

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

SOMERSETT OWNERS ASSOCIATION – ENGINEERING UPDATE**August 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 – Gypsy Hill rockery wall repair is completed and RL Wadsworth has addressed inspection comments. Landscaping of the repair area is complete.

Additional costs were provided by CFA to add another rockery wall to their ongoing wall survey. This additional wall is located behind homes on Whisper Rock Way and has been identified as another higher risk rockery wall. AGMT is recommending the survey monitoring of this wall. This extra service proposal will be reviewed by Finance Committee.

City of Reno fire department has required an existing fire hydrant on Gypsy Hill in front of the wall repair be moved. The hydrant will be relocated to the other side of the street. The design was completed by Tectonics, submitted to TMWA and an RFP was prepared by Padovan Consulting. Bids will be presented at the August board meeting. Schedule for construction will be determined by TMWA approval of the plan and contractor schedule. This repair will require a water main shut down temporarily impacting water services to several residences. This will be coordinated with TMWA, SOA, residents, engineer and contractor prior to the shut-down.

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

The Wintercreek pocket park hydroseed and temp irrigation along with planned landscape are complete. This revegetation effort also extends behind homes on Scott Valley Rd. Eventually once growth is established the trail will be re-established. Native growth will continue to be monitored on this project.

Padovan Consulting has been providing information to City of Reno on several areas involving public infrastructure (large culvert, inlets and cutoff walls) that need maintenance. We are trying to determine City and SOA responsibility division of maintenance responsibility.

The Wintercreek slope behind homes on Scott Valley Ct. has been an on-going hillside stabilization effort. Some new growth is present and the temporary irrigation system is up and running. A proposal from EPS was approved by the board at the July board meeting for the planned second phase of this project which consists of clearing/grading of the channel at the toe of the slope and installing permanent toe of slope erosion/sediment control. This work is currently scheduled with EPS to be started in September.

EXHIBIT "E"

An RFP was completed last month and proposals have been received for the following drainage channel repair items:

Parkway 8 channel below Somerset Parkway adjacent to Hole #1 of the SGCCC course is being proposed to be excavated. The current channel condition is full of sediment and is causing saturation that is affecting the course. The channel was lined with overly large rock and built flatter than what was specified on the original civil plans. It would be cost prohibitive to restore channel to match the approved civil plan. The proposed maintenance will restore some channel capacity but will not export material in order to reduce the cost of this project.

The second channel is Dakota Ridge 3B. This channel feeds inlets near Somerset Parkway across from the TC commercial parking lot. The beehive inlets are continually affected by sediment after larger storm events. Along with sediment removal around the inlets and in the lower channel several improvements are being proposed to help control sediment and to make future sediment removal easier including two grouted rip-rap basins. The origin of the sediment cannot be completely controlled for a feasible cost so improvements are focused on control and making on-going maintenance easier.

The RFP contemplates both projects and seeks to enact maintenance that is practical and economically feasible. The received proposals will be sealed and presented for review and possible approval to the board at the August board meeting. Further discussion and consideration may be warranted based on cost and budget considerations.

A hillside stabilization project is currently being evaluated behind the water tank and homes on Roanoke Drive in Subdivision 4A. There is a large common area hillside that is poorly revegetated, marked with drainage erosion rilling and will continue to be an issue as it fills the drainage ditch below with sediment. The channel has been cleared and it is temporarily being protected with silt fence but permanent stabilization should be considered. The costs for a complete stabilization must be weighed against the cost to maintain with more temporary measures.

3. Golf Course Irrigation Facilities - A meeting was held with SGCC representatives to review the report and discuss how to better manage and track the needed infrastructure upgrades. A committee was formed with parties from SOA and SGCC to work on these issues long term. Padovan Consulting recently completed a spreadsheet summarizing the costs presented in the previously provided report. Continued input will be given as SOA considers new water sources for the well.
4. Pavement Maintenance - Padovan Consulting oversees Somerset pavement maintenance. A crack seal project was completed on Sierra Canyon paths maintained by the SOA earlier this year.

A low spot holding water in the street and damaging the asphalt was evaluated in the Boulders (2C). A design proposal was approved. Two conceptual design options were evaluated. The most feasible design solution will be to remove and replace curb with new grades to better drain the runoff water. This solution will also require removal of pavement, a small amount of adjacent resident paver driveway and landscaping. It was also recommended to remove irrigated sod and replace with xeriscape in the adjacent medians to eliminate overspray water impacting the pavement. The design will be reviewed with the adjacent homeowner this month. The other option was not feasible as there were utility conflicts likely preventing this solution, costs assuming utility conflict could be resolved were 3 times higher and required a City of Reno permit. The current solution does not require a permit. It is anticipated bids will be presented to the SOA at the September board meeting.

EXHIBIT "E"

An RFP was prepared to address repairs needed for several areas of root heaving on the Somerset trail system most notably the "Silver Willow Trail". The RFP was revised from its original version as the pricing was too high to install vertical root barrier along the edge of the path sections getting repaired. The current project includes asphalt patching of the trails damaged from the root heaves, removal of roots below the asphalt and installation of a root barrier fabric below each patch location. Proposals have been received and were sent to be reviewed by the finance committee. These proposals will be on the August board agenda for consideration.

SOA staff has requested review of Gypsy Hill Trail below the wall repair to address the heaved curb and asphalt pavement and low spots holding water. Padovan Consulting conducted a preliminary review of the area and there are multiple low spots with grade issues that will not be easy to resolve. A site meeting was done with Tectonics for a potential design proposal for repair. Prior to a design repair proposal being generated additional topographic information is needed. A proposal was provided by CFA to prepare this additional topography. This proposal was approved and the topo should be completed by August 16. This information will be used to generate a design proposal. Once approved the design will determine the most feasible solutions. Anticipate design proposal to be presented at August board meeting depending on total cost. The following project may not be fully resolved until next year depending on the timing for winter weather.