

**MANAGEMENT REPORT**  
**Board of Directors Meeting**  
**10-16-09**

(Any proposed motions stated below are for discussion purposes only and any Board member is free to ignore, change or read as stated to start discussion on the topic. The items shown below correspond with the numbers on the current Agenda and not to the Action Item list created after the last meeting.)

**ACTION ITEM STATUS:**

**1. Landscape Contracts:**

As requested by the Board, Management received 3 bids from properly licensed landscaping contracts as a result of the landscaping specification approved at the last meeting. The landscaping contract proposals were then sent to the Landscape Committee as requested in the 9-16-06 Board meeting. The Committee contacted references, toured several properties and provided their recommendations. See attached written comments from the Committee. Management has reviewed their recommendations and agrees with the Committee's decision even though the bid is not the lowest. This recommendation is based on prior management experience with the contractors as well as the recommendation of the Committee.

**Recommended "Draft" Motion (Corresponds to attached agenda.)**

I make a motion to approve the XYZ Landscape Contract for a one year period at the contractual cost of \$40,000 per month as recommended by the Landscape Committee Chairperson.

**2. Lighting Inspection Results**

Please find enclosed the results of the lighting inspections over the last month. Note that we have had a tremendous amount of vandalism, which must be addressed. I have placed that item on the agenda and recommend that the lighting company be scheduled to attend the Grounds Committee meeting next month for their recommendation on the problems. Several of my other communities have installed vandal proof fixtures, which will save money in the long run and help with vandalism since the areas cannot be darkened as easily. I have attached the manufactures brochures for several of those fixtures as examples only.

**Recommended "Draft Motion (Corresponds to attached Agenda.)**

I make a motion to have management contact the Chairperson of the Grounds Committee to contact Nevada Illumination and request that they attend the next Grounds Committee meeting to report recommendations to the board along with cost.

**3. Collection Issues**

I have included a copy of the collection report from Red Rock Financial for your review. Note that there are 5 people who are at the foreclose stage in your collection policy. We will have the collection company proceed unless any of you received any communication of which management is not aware.

**4. Reserve Study**

We have not had a reserve study completed for over 3 years and many of our components have prematurely needed repair or replacement. I recommend that we have a Financial Update completed at a cost of \$600.00 to allow the Board to properly budget for 2009.

**Recommended “Draft” Motion** (Corresponds to item on the Agenda)

I make a motion to accept the bid from ZXX Reserve Study Co for \$600.00 as per the proposal as long as the Update can be provided by 10/31/06.

#### **5. NRS 116, NAC 116 & Association Documents**

Please find attached a copy of a form, which is required by law to be signed by each new director within 90 days of their election. Please read NRS 116, NAC 116 and the material in the furnished binder, which includes all of your important documents. Notify me if you have any questions to enable you to be prepared to sign the document as having read all of the above and understand it all to the best of your ability. I will keep these in the important records of the Association and provide you with a copy, if you would like and request a copy for your files.

#### **MISC. MANAGEMENT COMMENTS:**

1. Please note that I will turn off the Solar Panels on 10/31/09, put up the pool closed sign and place an additional lock on the gate in accordance with past recommendations from the Board. The pool service company will be notified and given a copy of the security lock for continued cleaning to preserve the pool surface.
2. Please note that I will be on vacation from 10-31-09 through 12-1-09. My Boss, will be filling in for me while I am out of the country visiting relatives. She will know how to reach me in an emergency, but as the pool season will be over, I thought this was the best time to take my extended vacation.
3. As we meet every 100 days, our next meeting will not be until 1-16-10. Please continue to forward agenda items to me, as in the past, as my assistant accumulates the requests for my agenda preparation.
4. Please note that the management contract is up for renewal in February. Our company will not be increasing the rates and will take direction from the Board on renewal or will work with you to obtain bids from reputable community management companies. We value our relationship with you and your community, but understand that it is your decision.