

**SUNSET GREENS HOMEOWNERS ASSOCIATION**  
**Board of Directors Resolution Number 2004. #8**  
**Subject: Operation and Maintenance**

**BACKGROUND:** Sunset Greens is now a fully developed community with 634 villas, 65 houses, miles of walls and fences, gates, two pools, two cabanas, streets, sidewalks, parking areas, RV lots, common areas, lawns, trees and shrubs, electrical systems, and an extensive irrigation system. A 2004 reserve study resulted in a comprehensive overview of community assets, their life expectancies, and their associated replacement costs. Additionally, the Board conducted two "walk-throughs" with the builder, resulting in the correction or planned noted items needing repair. The Board of Directors is now ready to carry out its responsibilities to ensure that its residents enjoy a well-kept, attractive, community.

The HOA Board has the responsibility to contract for landscaping, pool service, and other maintenance services to carry out a portion of overall maintenance. Additionally, the Board needs to be assured that all assets are proactively cared for and that a cost-effective plan for maintenance is in place. According to NRS 116.31152 a reserve study must be completed once every five years. At that time a thorough inspection is made of the major components of the common elements as well as the conditions of the components the HOA is responsible for. The attached "Homeowners Association Operation & Maintenance Guide" is another useful document. This resolution is an effort to implement a long-range, cost-effective maintenance plan that incorporates all required studies per NRS 116, our CC&R's, and also utilizes the expertise of the management company and the on-site management representative.

**RESOLUTION:**

The HOA Board of Directors requests its management company and the on-site representative to carry out the following tasks:

- a. Develop one or more maintenance check-lists for its various assets, the condition of these assets, as necessary, to operationalize the reserve study and the attached maintenance guide. There should also be a recommendation regarding who should complete the check-list, its completion frequency, and the mechanism to report maintenance needs findings and recommendations to the Board of Directors. The check list(s) and other operations in the above are requested for submittal to the Board for discussion and/or approval.
- b. Develop recommendations for either vendor and/or in-house services for upcoming projects, including fence and villa painting.
- c. Synthesize useful maintenance information from the attached guide and from other sources to routinely inform homeowners through newsletters, with postings on the information board, and postings on a potential web site.

MOTION BY: BILL O'CONNELL SECONDED BY: ANNA SCHAPPER

ATTESTED: Patti Adams/pv

Ratified by the Board of Directors on AUG. 25, 2004.