

SUNSET GREENS HOMEOWNERS ASSOCIATION
Board of Directors Resolution Number 2004.##
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/pl

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

SUNSET GREENS MAINTENANCE CHECKLIST SUNSET GREENS HOA, MESQUITE, NEVADA

July 2005

In an effort to preserve and enhance the assets of the Sunset Greens Homeowners Association, the Board of Directors developed policies and established oversight responsibilities for various contracts covering management, landscaping, pool services and other maintenance functions. In addition, there are several committees involved to ensure that this community will maintain its architectural and physical integrity.

On August 25, 2004 the SSG Board of Directors approved a general operations and maintenance manual, an accompanying resolution, and a maintenance responsibility resolution for walls and fences. Also in place is a reserve study indicating general life expectancies for common area components and their estimates for maintenance or replacement.

It is intended that this checklist will be a bi-annual gathering and reporting tool, performed by the on-site manager, contractors, and assigned volunteers, to be presented to the HOA Board for review. Homeowner identification of items in need of repair will also contribute to the completion of this information. This checklist and its summary support documents will provide the Board with a comprehensive view of the physical conditions of components for which the HOA is responsible.

When repairs or replacements are necessary per the following inspections, quotes and/or bids will be obtained and the Board will take action for the services to be performed.

ANNUAL SPRING INSPECTION CHECKLIST (for spring/summer repairs)

- 1. Concrete Curbs, Gutters, and Sidewalks.**
 - a. Identify sidewalk sections requiring replacement (by street address).

- 2. Building Exteriors**
 - a. Inspections will be made on exterior paint for villas as they near the end of their projected life expectancies per the reserve study. There will be an examination for excessive cracks, paint weathering, and evidence of peeling. A professional painting contractor is recommended for this inspection to outline the scope of needed stucco repair and repainting.
 - b. Inspect the stucco, paint and roof condition of each cabana once per year.

- 3. Fire Hydrants, Blue Reflectors, Mailbox Units, and Utility Box Covers**
 - a. Request the City of Mesquite Fire Department to test and lubricate each hydrant.
 - (1) Identify hydrants and curbs in need of repainting (by street address).
 - (2) Located +/- 10 feet from each fire hydrant is a blue reflector attached to the street asphalt surface. Identify by street address of any missing reflectors and replace accordingly.
 - b. Identify mailbox units and stands in need of repainting, repair, or replacement per reserve study (by street address).
 - c. Identify main metal underground utility box covers in need of repainting (by street address). Paint covers in grassy areas green and those in rock areas the same color as fences.

ANNUAL SPRING INSPECTION CHECKLIST – Cont:

- 4. Under-Sidewalk Drains and Common Area Drains (to be considered for inclusion into 2006 landscape contract upon completion of inventory, by address)**
 - a. Inspect under-sidewalk drains for clogging and correct as needed.
 - b. Flush all common area drains and remove growth from entry and exit points.

- 5. Landscaping and Rockscaping – Common Areas (services to be completed prior to hot weather)**
 - a. Identify by common area map location, the square footage of sod replacement needs. Implement soil conditioning as recommended by the landscaping company.
 - b. Identify by flag, shrubs needing replacement.
 - c. Identify by common area map location, areas in need of rock rejuvenation.

- 6. Decorative Rock Rejuvenation – (villas - front, side and back, houses – front and side, and common areas)**
 - a. Implement rock rejuvenation per the scheduled phase in place for the entire development.
 - b. Purchase a minimum of 24 tons of rock to place in a stall in one of the RV lots as a courtesy for owners to replenish small amounts of rock on their own (12 tons in spring and 12 tons in fall).

- 7. Landscape Rejuvenation**
 - a. Identify trees and shrubs in common areas that have outgrown/overgrown the area(s) for which they were intended (per reserve study) that need to be replaced.

- 8. Iron Fences/Gates, Block Walls**
 - a. Identify by address, and by common areas (including RV parking lots) wall maintenance needs (cracks, extreme shifting, water leaks and erosion) (HOA responsible walls only).
 - b. Identify wall leaching that occurs during wet conditions and correct as needed (HOA responsible walls only).
 - c. Identify by general area and number of sections, fence repair and repainting needs.

- 9. Exterior Lighting**
 - a. Identify light poles and fixtures needing maintenance and/or painting.

- 10. Equipment**
 - a. Identify condition of pool furniture, number of pieces, and recommend replacement as needed.
 - b. Inspect flagpole and flags and recommend repairs as needed.
 - c. Inspect bulletin boards and recommend repairs as needed.
 - d. Inspect concrete benches in common areas and recommend repairs as needed.
 - e. Inspect entry and road signage and recommend repairs or replacement as needed.
 - f. Inspect recreational facilities and equipment.

- 11. Asphalt Drives and Parking Lots (for work to be done in September/October)**
 - a. Identify by street and parking lots, per recommendations from the latest reserve study, and by utilizing a certified asphalt contractor, the need for surface and crack treatment, then obtain bids and forward to Board.
 - b. Identify striping repainting needs in parking lots, including RV parking lots.

ANNUAL EARLY FALL INSPECTION CHECKLIST (for fall repairs)

- 1. Private Property Landscaping (villas - front and back, single family houses - front)**
 - a. Identify by address the square footage and locations for soil rejuvenation and sod replacement needs.
 - b. Identify by address and by flag, shrub replacement needs.
 - c. Identify by address additional drain needs.
 - d. Clear debris from drain entry and exit points and flush to ensure water drainage.
 - e. Identify by address any sinking rockscapes (including sinking along foundations and driveways) and correct with backfill and cover with decorative rock.
- 2. Earthen/Stone Swales**
 - a. Inspect common area swales and identify those needing correction.
 - b. Inspect swales to ensure drainage away from nearby foundations.
- 3. Asphalt Drives & Parking Lots/Sidewalks and Curbs**
 - a. Identify by general address cracks/pot holes and repair accordingly.
 - b. By street address, identify gaps between sidewalk and curb requiring caulk.

ROUTINE INSPECTIONS AND MAINTENANCE PERFORMED BY CONTRACTORS - INFORMATION ONLY

Specifications have been outlined for each service and Board approved contracts provide oversight to ensure their implementation. Inspections and performances (related to maintenance) contained within these specifications and contracts are listed below. Resultant repairs from these inspections are either made within the contract or costed separately.

- 1. Pools (pool contractor)**
 - a. Inspect for scale on tile (due to pH variations).
 - b. Inspect plaster coating within pools and spas (per reserve study).
 - c. Inspect pumps, controls, and other pool equipment (per reserve study).
 - d. Inspect decks and walking surfaces (per reserve study).
 - e. Inspect grab bars, restrooms, cabanas, poolroom and all equipment.
 - f. Inspect signage to meet county code.
- 2. Exterior Lighting Inspection and Repair/Replacement (handyman)**
 - a. Address signs – bulb and fixture replacement.
 - b. Garage lights – bulb and fixture and photo cell replacement.
 - c. Common area ground lighting – bulb and fixture replacement.
 - d. Common area pole lighting – bulb and fixture replacement.

3. Stucco Repairs (handyman)

- a. Repair golf ball damage and other stucco repairs per requests.

INSPECTIONS AND MAINTENANCE PERFORMED BY CONTRACTORS – Cont:**4. Landscaping/Irrigation System/Drainage (landscape contractor/s)**

- a. Clean streets and work areas of clippings on day of mowing/trimming.
- b. Mow lawns weekly during growing season.
- c. Fertilize lawns five (5) times per year (Feb., April, June, Sept., and Nov.).
- d. Aerate lawns (villas front and back) (single family houses front) and common areas minimum of once per year.
- e. Spot seed lawns as needed.
- f. Trim shrubs (villas front and back) (single family houses front) twice per year.
- g. Fertilize shrubs twice per year (Jan., and Sept.).
- h. Inspect irrigation system monthly, including emitters.
- i. Install tree stakes and ties as necessary.
- j. Apply pre-emergent herbicide to lawns to control Spurge and post emergent as necessary.
- k. Trim Palm trees (common areas only) once per year, no later than June 15th.
- l. Blow rock landscaping free of debris routinely, rake as needed, and keep free of weeds.
- m. Replace nozzles, and other irrigation equipment, including timers, as required.
- n. Inspect common area ground cover on a regular basis for disease, insect damage and nutrient deficiencies.
- o. Treat common area trees for disease, pests, and needed nutrients or preventatives for fruit formation or fungus.
- p. Trim trees (except Palms), ie; Sumac for proper growth for trunk to crown ratio.

5. Pest Control Contractor

- a. Spray common areas for control of pests once per month, eight months per year.

6. Management Company Inspections

- a. Inspect for (a) violations of the CC&R's, ie: parking, garbage cans, damage to exterior, non-ARC approval for installations, (b) entry gate condition and operation, and (c) oversight of contractors' work performance (weekly).
- b. Check operation, locking mechanism, and condition of all gates (exit/entry for common areas and pools) for component failure and needed repairs and service (weekly).
- c. Inspect storm sewer inlets and sidewalk drain areas monthly and obtain services to clean if necessary (monthly).
- d. Inspect all common areas for pests (quarterly).

7. Front Gate Maintenance Contractor

- a. Inspect battery back-up system, vehicle detection loops, intercom and entry code system on entry/exit gates (monthly).