



The Edge at Reno
Seeking
A Northern Nevada
Community Management Firm

The Edge at Reno
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Request for Proposal For Community Property Management For The Edge at Reno

Introduction and Background

The Home Owners Association Board (“HOA Board”) for The Edge at Reno (Edge) is accepting proposals for turnkey community management services of Edge. The Edge is a student rental community of 67 multiple family residential units located in Reno, Nevada.

The successful proposer will be selected by the HOA Board in the HOA Board’s sole discretion based on several criteria to be described in this Request for Proposal (RFP), and the final judgment of the HOA Board based on its assessment of the various proposers. The decision of the HOA Board shall be final, and there shall be no appeals allowed. The HOA Board must interview the specific manager that will be assigned to the community.

The total cost of the proposal effort, including without limitation, preparation and presentation costs, travel, models, and any other item associated with the marketing of the project shall be borne solely by the proposing company, and under no circumstance shall the HOA Board or any entity or person associated with the HOA Board be liable for any of said costs.

The existing community manager for the Edge at Reno is Western Nevada Management. The existing contract ends April 30, 2012. Accordingly, the successful proposer must be ready to take full control of the community management project (“Project”) on May 1, 2012. It is anticipated that a one-year contract will be issued to the successful proposer, with an option for the HOA Board to renew the contract on the same terms that are applicable to the initial year’s contract. As required by NRS statute, a 30 (thirty) day termination notice by the HOA Board will apply in any resulting contract. The Edge at Reno may elect to begin this contract earlier than this date.

This RFP is designed to allow the proposer the latitude to inform the HOA Board of its individual approach to performing the Project, with each proposal setting forth a detailed statement of the services to be performed. This proposal must cover at least the items outlined below.

Description of The Edge at Reno

The Edge at Reno consists of an open community of 67 multiple residential units.

Common area facilities include:

1. An outdoor swimming pool.
2. An indoor facility which includes
 - a. A fitness room
 - b. Two restrooms
 - c. Common areas and roads exist throughout the community.

All proposers are expected to make a detailed site investigation to familiarize themselves with the layout and content of the Community before submitting their proposals. A required tour and bidders conference will be held on December 10, 2011, see below.

Scope of Services

The Community Project Manager shall furnish all those services necessary to provide a turnkey fully serviced community managed project, including, but not limited to management of contractors providing services for

- (1) Maintaining common area facilities, including maintenance and repairs.
 - a. Trash Monitoring
 - b. Graffiti Removal
 - c. Parking lot control (Abandoned Cars, expired plates, etc)
 - d. Recreation center
 - i. Gym, equipment and building.
 - ii. Pool
- (2) Landscaping
 - a. One entrance to the community
 - b. Recreation center landscaping
 - c. Various Common areas throughout the community
- (3) Security
 - a. Security is Managed by Priority One Security.
- (4) Street cleaning.
 - a. As Necessary
- (5) Enforcement of the
 - a. CC&Rs, the rules and regulations

- i. Issue and follow up on violation letters using industry standard software furnished and implemented by the community manager.
 - ii. Manage the collection process,
 - b. The design guidelines
 - c. and all other governing documents
 - d. Posting of updated rules and regulations in common areas and the web page
 - e. Site visits for violations in accordance with the community manager's contract proposal as finally negotiated
- (6) Timely preparation of the yearly budget.
- (7) Accounting and financial reporting for board meetings.
- (8) Preparation and issuance of payments to service providers following approval by the HOA Board
- (9) Issuance of CC&Rs and other governing documents required by sellers of homes in the Project and for other purposes as deemed necessary by the HOA Board
- (10) Issuing notices to homeowners:
 - a. HOA meetings
 - b. ballots to home owners for election of HOA Board members
 - c. Association rules and regulations
 - d. invoices for HOA dues and collecting payments for same
 - e. water bills mailed, collected, and posted.
- (11) Attending and recording the minutes of all HOA Board meetings, and executive sessions.
- (12) Providing all public documents to webmaster in a PDF format for posting to the website.
- (13) Furnishing any and all other services necessary to provide a turnkey professional job of community management for the Project. The management company must have and employ its own resources to independently manage the day to day business of the THE EDGE AT RENO HOA.
- (14) Disclose any third party contracts, such as for bookkeeping or accounting of THE EDGE AT RENO business.
- (15) Provide the most recent financial reports to those requesting the information within five (5) business days of receiving the request.
- (16) Provide assistance to officers and directors of the THE EDGE AT RENO HOA with regard to specific fiduciary duties.
- (17) Assist in properly establishing and maintaining the HOA committees designated by the Board.
- (18) Attend, take minutes and keep complete records for all covenant hearings.

- (19) Timely prepare the annual audit in coordination with the HOA's CPA. Currently the audit contract is with Porter and Company, Ventura, California. This may change, as the RFP responses for the 2011 audit have been opened, read into the minutes and is being considered by the Budget and Finance Committee at this time.
- (20) Provide at least semiannually a report to the Board of the HOAs' current banking status. Provide the Board recommendations to minimize risks and confirm the best banking options.
- (21) At least twice a month do a drive and walk through in and around THE EDGE AT RENO to monitor and record activity, violations, common areas and recreation center concerns. Take notes on the perimeter walls, buildings and landscaping in close proximity. Make recommendations on Master Association landscaping.
- (22) Keep in regular contact with Priority One and discuss any concerns or suggestions. Report these discussions at each monthly HOA Board meeting.
- (23) Prepare/contribute an article to each monthly newsletter.
- (24) Meet by phone with webmaster to discuss changes.
- (25) Disclose the management software that will be used to manage the community. Outline the abilities of this software.
- (26) Describe how you will manage various issues reported by homeowners and give a general timeframe of how long it will take you to respond.

Evaluation Criteria

A number of factors will be evaluated by the HOA Board in selecting a Community Manager for this Project. All of the following factors, in addition to individual assessments by the HOA Board members of the most qualified candidate, for this assignment will be considered. These factors will be considered in conjunction with one another, no single factor or factors will be given extra weight, but all factors will be given equal weight, and a composite judgment of the most suitable candidate for this Project will be determined by the HOA Board in its sole discretion.

- (1) The HOA Board desires to maintain a safe and secure environment for its residents, and guests. Therefore providing a safe and secure environment is a key criterion for this Project.

- (2) The HOA Board also desires to maintain and enhance the appearance of our community. This is important not only to the enjoyment of the community by everyone, but is essential to protecting and enhancing the property values within our community. Therefore, the maintenance and enhancement of the appearance of the community is a key criterion for this Project.
- (3) The experience of the proposer in successfully managing other projects of this type and size will be an important factor, as will the experience of the individual assigned to be the primary manager for this project. Each proposer shall submit a list of current and past projects which are representative of the THE EDGE AT RENO community, together with the name and phone number of the person to contact as a reference.
- (4) The HOA Board has a particular interest in cost control. Therefore, we will be evaluating not only the costs of the proposer, but will be looking for cost containment and reduction actions that the successful proposer plans to bring to the Project, including but not limited to competitive bidding for community services contractors.
- (5) The proximity to and timely responsiveness of the proposer to the THE EDGE AT RENO and its requirements will be a key factor in evaluating proposers. There is no office space or meeting space at the Edge at Reno. Board meeting can be held at Woodside Homes, 898 Woodside Drive, Sparks, Nevada 89503.

Obligations of the Management Company

Proposer shall describe in detail the services and facilities that it will perform and furnish in conducting the Project. Details of accounting software and report reporting abilities should be detailed.

Compensation

Proposer shall provide in its proposal the detailed basis of compensation for the project. Optional compensation approaches shall be proposed, including an “all inclusive” rate(excluding postage) and a basic per house pricing option.

Proposed Contract

Proposer shall furnish as part of its proposal a suggested form of agreement which shall be subject to the negotiation of the parties. This agreement shall incorporate all applicable terms of the proposed agreement, including but not limited to compensation, insurance, indemnification of the HOA, HOA Board and its members, statement of services to be

provided, termination, warranty of services and other provisions typically included in agreements for the same or similar services.

Information for Submittal of Proposals

Deadline: Postmarked by December 16 2011.

THE EDGE AT RENO Home Owner's Association
PO Box 41169
Reno, Nevada 89504

REQUIRED VENDOR MEETING: December 10, 2011 at 3 PM

It is advised the bidders walk the property independently before this date.

Woodside Homes Clubhouse
898 Woodside Drive
Sparks, Nevada 89434

Any questions relating to your proposal will be answered by the President at this meeting.

This is the only time bidders will have a chance to ask question prior to submitting a bid, as the President will not be available after this date. Questions can be left on the Edge at Reno message center at (775) 786-6133 or emailed to info@edge-reno.com.

It is highly recommended that all bidders review the website: <http://edge-reno.com> for information regarding the Edge at Reno, the Home Owners Association, and the Board of Directors. The Edge at Reno is the number one listing for Reno student housing, in the Google, Yahoo, and Bing Search Databases. By association, our management company will benefit from six years of search indexing and being indexed to the University of Nevada at Reno.

Published by:

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President,
The Edge at Reno