

The Edge at Reno

Request for Proposal Professional Services – Association Attorney

August 2011

**Presented by: Marvin Tanner, Secretary, The Edge
at Reno**

Overview

The Edge at Reno (“The Edge at Reno” or “Association”) is a managed Homeowners Association, with 67 homes in Reno, Nevada. The Edge at Reno was established in 2006 as Home Owners Association. The Association’s mission is to advance the community interests, maintain the common elements of the property, and provide leadership to the community.

The Edge at Reno is seeking an attorney or firm to represent the Association’s interests. In order to prevent any conflict of interests, the respondent may not currently or during the term of this engagement represent an owner or vendor of THE EDGE AT RENO.

As The Edge at Reno attorney, the selected law firm or individual will be expected to provide a wide range of legal services to the Association. The attorney will be selected by THE EDGE AT RENO Board of Directors and will work closely with THE EDGE AT RENO President, the President’s Secretary, and The Edge at Reno Board of Directors.

THE EDGE AT RENO attorney’s primary role is to provide expert legal advice to THE EDGE AT RENO. The selected attorney shall perform the tasks specified in the Request for Proposal (RFP).

Firms and individuals are hereby invited to submit a proposal based upon the requirements and conditions set forth in the RFP.

Mailing Instructions

RFP Administrator, Legal Services
The Edge at Reno

Western Nevada Management
804 Mill Street
Reno, Nevada 89502

Inquiries

Questions regarding this RFP should be submitted to secretary@edgereno.com or by calling Marvin Tanner at 775-786-6133.

Submittal Date

Five (5) copies are due to Marvin Tanner no later than September 30, 2011

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of the proposal.

Responsiveness to the RFP will be a principal basis for evaluation. THE EDGE AT RENO reserves the right, without qualification, to:

- Select any proposal based on written or oral communication with any or all of the firms or individuals when such action is considered to be in the best interest of THE EDGE AT RENO.
- Reject all proposals.
- Exercise discretion and apply its judgment with respect to any proposals submitted.

All proposals will be deemed confidential and will be retained by THE EDGE AT RENO.

Proposal Content Experience and Qualifications

1. Please describe the nature of your law firm's

services for THE EDGE AT RENO. Please provide the professional experience of the individual who will be designated to serve as the primary attorney, as well as for others who you anticipate will be involved in providing legal services to THE EDGE AT RENO.

2. Please provide the overall capabilities, qualifications, training and areas of expertise for each of the principals, partners and associates of the law firm, including the length of employment for each person and his/her area of specialization for those involved in the assignment.

3. For the person whom you propose to designate as the primary attorney, and for each person or firm you propose to designate as a deputy, supporting counsel for special services or backup, please provide the following:

a) Legal training and years of practice (including date of admission to the Nevada Bar)

b) Years of Home Owners Association practice as a full-time attorney

and/or in a private law office specializing in the representation of HOA's.

b) Knowledge of, and experience with, NRS 116, NRS 116A, Board Motions, Board Resolutions, Rules and Regulations, Fines, HOA Collections Practice, Foreclosures, and HOA Management.

d) Types of HOA's represented, and number of units for each community.

e) Experience in the area of contracts.

f) If the firm/individual, or any of the attorneys employed by the firm, have ever

been sued by cities or other clients for malpractice, been the subject of complaints filed with the Nevada State Bar, or had discipline imposed by the State Bar, please provide information on the nature

was concluded, and the results of the situation.

Requirements and Compensation

1) Must be a member in good standing of the Nevada Bar. The THE EDGE AT RENO attorney will be required to attend the Edge at Reno Homeowners Association Annual Meeting. There is one annual meeting per year, which the attorney of record will review with the Board of Directors all issues for the coming year, current status of all issues, and provide a management letter outlining action to be taken.

2) Related duties will include: rendering of legal advice and opinions concerning legal matters that affect THE EDGE AT RENO; such as legal work pertaining to special circumstances including but not limited to federal laws and rules governing Nevada Homeowner Associations, legal analysis and interpretation of the Nevada Revised Statutes-election and meeting support, RFP process for contractors, and overview HOA operations.

3) The monitoring of pending and current state and federal legislation and court decisions as appropriate for the Edge at Reno Homeowners Association. Please define The Edge at Reno type of work you would consider to be extra or specialized work which would be billed in addition to basic services.

Evaluation and Selection Process

All proposals must be received by The Edge at Reno by September 30, 2011. Sealed proposals will be opened at the October 3, 2011 Board of Directors Meeting, and the President will appoint a legal committee to review the proposals.

Three firms may be asked to address the board at a later date. Qualifications for top candidates will be verified and references will be checked by the Board of Directors.

Review Criteria:

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the practice of federal and Nevada Home Owners Association Law, most specifically in those areas most often encountered by the Association.

b. Capability to perform legal services promptly and in a manner that permits THE EDGE AT RENO Board and staff to meet established deadlines and to operate in an effective and efficient manner;

c. Degree of availability for quick response to inquiries that arise out of day- to- day operating questions or problems;

d. Degree to which firm and individual attorneys stay current through continued professional development and active communication with practitioners in the Home Owners Association law field;

e. Communication skills;

f. Cost of services clearly defined; and

(Cost per motion reviewed, email answered, NRS question asked)

g. Collection process effectiveness and costs.

h. Other qualifications/criteria as deemed appropriate by THE EDGE AT RENO Executive Committee.

THE EDGE AT RENO will conduct interviews of top candidates and make the final selection. The Executive Committee will negotiate the final contract. The Executive Committee will formally approve the contract and appoint the next THE EDGE AT RENO attorney. Services to THE EDGE AT RENO are anticipated to begin shortly thereafter.