

# Subdistrict Manager Monthly Report August 2022

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Town Center Metro District  
Subdistricts #1 & #4

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Submitted by: Alexander Kennedy

Subdistrict Manager | TCMD SD #1 & #4



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# Budgeting, Finance, & Billing

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# Budgeting, Finance, & Billing

1) Developed monthly tracking reports for each subdistrict using budget line items with individual columns displaying:

- **Annual Budget**
- **Prior Months Activity**
- **Current Month Activity**
- **Totals to Date**
- **Total Remaining**
- **Total Forecasted**
- **Variance to Budget**

2) Conducting Monthly Invoice Review & Maintenance Meetings with FV CAC Members.

3) Gathered, reviewed, uploaded, coded, approved, & accounted for all vendor invoices - Continue to work with Bill.com Approvers Group to adhere to approval schedule.

4) Conducting evaluation of 2022 budget expenditures and preparing recommendations for 2023 TCMD SD 1 & 4 budget preparations in association with the FV CAC & BIS. Incorporating upcoming financial needs, planned projects, and lessons learned from 2022 budget.

# Cost Saving Initiatives

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- 5) Completed comprehensive audit of all past vendor services & associated invoices to ensure no overlapping or unnecessary redundancies exist - Determined that prior subdistrict management had paid 3 different vendors for 2021 and past annual elevator inspections when only one inspection was required by city regulation. Rectified redundancy and partnered with 1 inspection vendor for 2022 certificate renewal reducing annual inspection cost from \$900 to \$300.
- 6) Saved \$900+ by purchasing Rainbird irrigation controllers through YPG (YMCA Purchasing Group) discount for Bungalow clocks that needed to be replaced.
- 7) Decreased monthly 2022 water consumption for the Clubhouse & Lodge from 2021 consumption. An average of 30,000+ gallons of water month over month has been saved.

# Maintenance

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# Maintenance

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- 1) Worked with FV FMM (Facilities Maintenance Manager) to identify, prioritize, track, and resolve all work orders and maintenance issues that arise.
- 2) Created August 22 Work Order Reports for Completed & In Progress Projects:
  - a) Total Work Orders Completed August= **33** | Total Work Orders In Progress = **12**
- 3) Continue to monitor, track, and resolve FV Resident Comment and Work Order Request Form submissions - <https://ymcamembership.org/fairway-villa-resident-form/>
  - a) Total Resident Submissions Received August 2022 = **6**
- 4) Successfully passed surprise Denver Health Inspection for the Indoor Pool, Outdoor Pool, & Spa on 08/11/2022
- 5) Successfully renewed and obtained 2023 Operating License from the City of Denver for the Indoor Pool, Outdoor Pool, & Spa.

# Maintenance

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- 6) Facilitated the re-calibration of the Indoor Pool automatic chemical injection system (CAT 4000) & arranged for a staff training of system operations.
- 7) Installed 2 new emergency phones for the Outdoor & Indoor Pool decks following identification of faulty wiring.
- 8) Partnered with vendor for Clubhouse Pool Deck Garage Door enhancement project following comprehensive RFP (Request for Proposal) process and meetings with vendors. Currently finalizing the timeline for project start & completion dates with vendor.
- 9) Sourcing motion sensor photocell light switch for the indoor pool flood lights in an attempt to further decrease energy consumption.
- 10) Currently facilitating proposals and RFP process to enhance Clubhouse aquatics equipment and upgrade pool & spa pump systems with a focus on automatic chemical injection to further reduce the risk of equipment failure and associated pool closures.
- 11) Currently in the RFP process for resurfacing the Clubhouse spa, indoor pool, & outdoor pool surfaces.



# Vendors

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# Vendors

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- 1) Completed all required Certificate, License, & Inspection renewals for 2022-2023 with the City of Denver.
- 2) Successfully obtained the renewed Clubhouse Elevator Operating license from the Denver Fire Department (DFD) Conveyance office.
- 3) Worked with DFD Station 29 CE to arrange for Knox Box key updates for FV facilities.
- 4) Successfully passed 2022 surprise Building Fire Safety Inspection from DFD.
- 5) Arranged for installation of fire extinguishers for the Lodge.
- 6) Continued to work with vendor for installation of new Clubhouse projector and critical updates to facility A/V system.
- 7) Contacted all vendors for any missing contract copies in order to complete the contract database.

# Subdistrict #4 & Bungalows

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# Subdistrict #4 & Bungalows

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- 1) Facilitated replacement of Bungalow irrigation controllers that were in need of replacement.
- 2) Currently determining pricing for Lodge furnishing items in association with the Lodge Furnishing Committee. Working with Y Purchasing Group to identify most competitive pricing.
- 3) Continuing to work with homeowners and landscapers to identify, track, and resolve all landscaping maintenance and irrigation related issues.

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# Landscaping / Snow Removal

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# Landscaping

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- 1) Conducting Bi-weekly landscaping and grounds inspections - errors have been identified before intensifying and brought to the attention of landscaping vendor.
- 2) Continuing to monitor the work of SD 4 landscaping vendor to ensure all contracted services are being completed and that all newly installed areas of seed and sod become established at no additional cost to the subdistrict.
- 3) Hosting regular meetings with Landscapers and Bungalow Issues Subcommittee (BIS) to ensure proper communication of concerns and plans to resolve weekly maintenance issues.
- 4) Conducting the RFP process for 2023 Bungalows Snow & Landscape maintenance contract. Enhanced the Scope of Work to incorporate lessons learned from the 2022 season that will work to address recurring points of concern.
- 5) Finalizing the RFP process (Request for Proposal) for Trees & Plants that need to be replaced throughout the subdistricts. In the process of communicating with GVR Landscape on steps to activate warranty for SD 4 trees that were replaced in 2021 that did not establish and need to be replaced again this year.

# Community

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# Community

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## 1) SDM Community Communications:

- A. Landscaping Updates Regarding Plans to Resolve Dead Grass
- B. Pool Maintenance Closures & Openings
- C. June 2022 SDM Report
- D. Landscaping Updates - Seed & Sod Replacement Project Timeline & Updates

## 2) Subdistrict Manager Community Meetings:

- A. 08/02 - Fairway Villas Work Order Visit with YMCA Maintenance team
- B. 08/03 - ASSA ABLOY Entrance Systems Meeting - Fairway Villas Pool Doors Meeting
- C. 08/05 - Vortex - Fairway Villas Pool Doors Project
- D. 08/10 - FV BIS & Emerald Isle Landscaping Meeting Regarding Weekly Service in SD 4
- E. 08/11 - Pool Dr. CAT 4000/Automation & Pump Room Training
- F. 08/15 - CAC July Invoice Review Meeting
- G. 08/15 - Stanley-Fairway Villas Door Replacement Project
- H. 08/16 - Ebert Board Meeting
- I. 08/17 - YMCA A/P Meeting
- J. 08/17 - Oakwood Meeting
- K. 08/24 - FV BIS Meeting
- L. 08/29 - In Person Irrigation Inspection with Homeowner and Landscapers
- M. 08/30 - TCM Board/Timberline/Y/Westwind Meeting
- N. 08/30 - CLA District Accountants Meeting
- O. 08/30 - YMCA A/P Meeting



# Community

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- 3) Purchased professional grade quality Pickleball Backboard for the Lodge Pickleball courts following comprehensive search process. Worked with vendors and Pickleball players to ensure correct size and specifications. Currently arranging for assembly and installation of backboard for courts with Y Maintenance team & FV FMM (Facility Maintenance Manager).
- 4) Purchased and installed recycling bin for resident use within the Lodge.
- 5) Obtained additional cable machine attachments by resident request for the Clubhouse fitness center.
- 6) Purchased & installed a Military Flag at the Lodge by resident request.
- 7) Continuing to conduct In-Person Home Visits to complete the CAC Email Address database as well as to resolve Irrigation Issues.

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# General

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**FAIRWAY VILLAS**  
AT GREEN VALLEY RANCH GOLF CLUB

# General

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- 1) YMCA met with representatives from Timberline, TCM Board, Westwind, & FV CAC for a thorough meeting with the objective of: - addressing numerous points of concern from FV residents re: unresolved common area work orders, - obtaining vital information that was never provided to the Y during initial SDM (Subdistrict Management) transition, and - developing a more consistent & unified approach to resolving resident work orders outside of the YMCA's scope of work. The meeting was productive and actionables have been assigned to each entity.
- 2) YMCA will begin distributing regular work order status reports compiled by Westwind detailing the status of all common area work orders outside of the YMCA's scope of work.
- 3) Working with Clubhouse staff to complete a comprehensive waiver inventory for all FV residents to ensure staff has a recorded catalog of waivers. Currently working to digitize all waivers to simplify the process moving forward.
- 4) Worked with Clubhouse staff to complete a comprehensive Opening / Closing Checklist in order for staff to ensure all daily duties have been completed.

**August 2022 Work  
Order Report  
- Completed -**

# Work Order Summary w/ Details

Date Printed: 09/08/2022

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
0000000458	Completed	Non-PM	Low			Fairway Villas		Office	Scott Michael	08/31/2022	09/02/2022	08/31/2022	0.00	0.00
Reinstall whiteboard on office door														
0000000456	Completed	Non-PM	High			Fairway Villas		Women's Locker Room	Scott Michael	08/26/2022	08/26/2022	08/26/2022	0.00	0.00
Unclog women's shower drain														
0000000455	Completed	Non-PM	High			Fairway Villas		Lodge	Scott Michael	08/26/2022	08/26/2022	08/26/2022	0.00	0.00
Install kickstops to all lodge doors														
0000000454	Completed	Non-PM	High			Fairway Villas		Men's Bathroom	Scott Michael	08/26/2022	08/26/2022	08/26/2022	0.00	0.00
Resolve lockout with lodge mens bathroom deadbolt														
0000000453	Completed	Non-PM	Medium			Fairway Villas		Building Parking Lot	Scott Michael	08/26/2022	09/02/2022	08/26/2022	0.00	0.00
Install Military Flag at Lodge add raise CO flag														
0000000439	Completed	PM				Fairway Villas		Clubhouse	Admin Admin	08/23/2022	08/24/2022	08/31/2022	0.00	0.00

# Work Order Summary w/ Details

Date Printed: 09/08/2022

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														

0000000426	Completed	Non-PM	High			Fairway Villas		Indoor Pool & Spa Room	Scott Michael	08/17/2022	08/12/2022	08/12/2022	0.00	0.00
Please Resolve Spa electrical issue														

0000000425	Completed	Non-PM	Low			Fairway Villas		Women's Locker Room	Scott Michael	08/17/2022	09/09/2022	08/31/2022	0.00	0.00
The shower head in the womens locker room is too close to the inner wall. Water sprays under the shower curtain and pools all the way into the restroom area. The drain is slanted away from the shower so doesn't keep the water from flowing out.														

0000000424	Completed	Non-PM	High			Fairway Villas		Entry Stairs, Ramp and Canopy Structure	Scott Michael	08/17/2022	08/26/2022	08/31/2022	0.00	0.00
The eaves at The Lodge have vents on each side of the front. They are supposed to be covered by a grate which will allow ventilation but keeps critters out. If you are facing the front door, there are grates on the right side, but a portion of the left side is not covered.														

0000000423	Completed	Non-PM	High			Fairway Villas		Lodge	Scott Michael	08/17/2022	08/12/2022	08/12/2022	0.00	0.00
Install New Rainbird at Bungalow Home														

0000000422	Completed	Non-PM	High			Fairway Villas		Outdoor Pool Deck	Scott Michael	08/17/2022	08/19/2022	08/22/2022	0.00	0.00
Please Secure outdoor pool emergency phone so it doesn't fall out when being opened														

# Work Order Summary w/ Details

Date Printed: 09/08/2022

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
0000000421	Completed	Non-PM	High			Fairway Villas		Outdoor Pool Deck	Scott Michael	08/17/2022	08/19/2022	08/12/2022	0.00	0.00
Acid Wash & Deep Clean Outdoor Pool														
0000000420	Completed	Non-PM	Critical			Fairway Villas		Outdoor Pool Deck	Scott Michael	08/17/2022	08/12/2022	08/12/2022	0.00	0.00
Install New Emergency Phone for Outdoor Pool Deck														
0000000408	Completed	Non-PM	Critical			Fairway Villas		Outdoor Pool Deck	Scott Michael	08/12/2022	08/12/2022	08/16/2022	0.00	0.00
Install Install 2 New Emergency Phones for Indoor Pool & Outdoor Pool														
0000000404	Completed	Non-PM	Critical			Fairway Villas		Outdoor Pool Deck	Scott Michael	08/12/2022	08/12/2022	08/12/2022	0.00	0.00
Add "No Diving" Sign to Outdoor Pool														
0000000403	Completed	Non-PM	Critical			Fairway Villas		Outdoor Pool Deck	Scott Michael	08/12/2022	08/12/2022	08/16/2022	0.00	0.00
Please Add rope to life ring at Outdoor Pool														
0000000376	Completed	Non-PM	High			Fairway Villas		Lodge	Scott Michael	08/02/2022	08/05/2022	08/22/2022	0.00	0.00
Remove and patch sani dispensers at lodge														

# Work Order Summary w/ Details

Date Printed: 09/08/2022

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Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
0000000375	Completed	Non-PM	Medium			Fairway Villas		Kitchen	Scott Michael	08/02/2022	08/26/2022	08/31/2022	0.00	0.00
Patch club kitchen wall where sani was removed														
0000000374	Completed	Non-PM	High			Fairway Villas		Back Porch and Patio	Scott Michael	08/02/2022	08/05/2022	08/22/2022	0.00	0.00
The center outdoor ceiling fan is not working at Lodge														
0000000373	Completed	Non-PM	Medium			Fairway Villas		Bike Rack Area	Scott Michael	08/02/2022	08/03/2022	08/22/2022	0.00	0.00
Tighten flag pole line at Lodge														
0000000372	Completed	Non-PM	High			Fairway Villas		Fitness Center	Aaron Fuhlhage	08/02/2022	08/05/2022	08/03/2022	0.00	0.00
Diagnose and resolve Lodge fitness center thermostat issues														
found disconnect at condensing unit not pushed in all the way, adjusted for full contact and set thermostat in clubhouse. checked units inside and replaced air filters in both.														
found disconnect at condensing unit not pushed in all the way, adjusted for full contact and set thermostat in clubhouse. checked units inside and replaced air filters in both.														
0000000368	Completed	Non-PM	High			Fairway Villas		Kitchen	Aaron Fuhlhage	07/28/2022	08/05/2022	08/03/2022	0.00	0.00
Replace Light above Keurig Machine in Club														
replaced 5 bulbs, and 2 in the can fixtures														
replaced 5 bulbs, and 2 in the can fixtures														
0000000367	Completed	Non-PM	High			Fairway Villas		Spa Pump Room	Scott Michael	07/28/2022	08/03/2022	08/22/2022	0.00	0.00
Fix spa pump impeller														



# Work Order Summary w/ Details

Date Printed: 09/08/2022

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
0000000283	Completed	Non-PM	Low			Fairway Villas		Great Room	Scott Michael	06/21/2022	08/31/2022	08/18/2022	0.00	0.00
Install pole hangers at Lodge for squeegee, snow remover, broom														
0000000280	Completed	Non-PM	Medium			Fairway Villas		Great Room	Scott Michael	06/21/2022	08/26/2022	08/22/2022	0.00	0.00
Touch Up Paint marked wall spots at Lodge														
0000000276	Completed	Non-PM	Medium			Fairway Villas		Kitchen	Scott Michael	06/21/2022	08/12/2022	08/22/2022	0.00	0.00
Secure cabinet doors beneath kitchen sink														
0000000273	Completed	Non-PM	Medium			Fairway Villas		Back Patio	Scott Michael	06/21/2022	08/19/2022	08/22/2022	0.00	0.00
Attach chair cushions to outdoor patio chairs														
0000000261	Completed	Non-PM	Medium			Fairway Villas		Dumpsters and Dumpster Enclosure	Scott Michael	06/21/2022	08/12/2022	08/31/2022	0.00	0.00
Secure Dumpster Fence Container doors														
0000000258	Completed	Non-PM	Medium			Fairway Villas		Back Patio	Scott Michael	06/21/2022	09/02/2022	08/28/2022	0.00	0.00
Power wash patio														

# Work Order Summary w/ Details

Date Printed: 09/08/2022

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														

0000000257	Completed	Non-PM	High			Fairway Villas		Office Corridor	Scott Michael	06/21/2022	08/05/2022	08/22/2022	0.00	0.00
Lubricate Office Door & all other wooden doors hinges														

0000000252	Completed	Non-PM	Medium			Fairway Villas		Indoor Pool & Spa Room	Scott Michael	06/21/2022	08/05/2022	08/22/2022	0.00	0.00
Lubricate the locking mechanism on the indoor pool's large doors														

0000000250	Completed	Non-PM	Critical			Fairway Villas		Clubhouse	Scott Michael	06/21/2022	08/26/2022	08/28/2022	0.00	0.00
Please clean the cobwebs off of all of the Clubhouse exterior light fixtures on the Clubhouse using the power washer														

0000000249	Completed	Non-PM	Medium			Fairway Villas		Outdoor Pool Deck	Scott Michael	06/21/2022	08/05/2022	08/22/2022	0.00	0.00
Please repair separating flashing on south side exposure. See pic.														

Records Selected: 33

**Total Cost \$**  
0.00

**Total Hrs**  
0.00

### Report Parameters

Filter: Contains([ WO Status ], 'completed')

Search:

Advanced Filters: [ Site ] Equals 'Fairway Villas' And [ Completed ] Between '08/01/2022' And '08/31/2022'

Tags:

# Work Order Summary w/ Details

Date Printed: 09/08/2022

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														

**August 2022 Work Order  
Report  
- In Progress -**

# Work Order Summary w/ Details

Date Printed: 09/08/2022

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Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
0000000452	In Progress	Non-PM	Medium			Fairway Villas		Women's Locker Room	Scott Michael	08/26/2022	09/16/2022		0.00	0.00
Work requested														
Action Taken														
Comments														
Install toilet seat cover dispenser in women's restroom														
0000000451	In Progress	Non-PM	High			Fairway Villas		Sidewalk on East side of Parking Lot	Scott Michael	08/26/2022	09/16/2022		0.00	0.00
Work requested														
Action Taken														
Comments														
Install Pedestrian Crossing Sign in front of Clubhouse														
0000000450	In Progress	Non-PM	Medium	Improvements		Fairway Villas		Indoor Pool & Spa Room	Scott Michael	08/26/2022	09/23/2022		0.00	0.00
Work requested														
Action Taken														
Comments														
Install indoor pool photocell light switch for flood lights														
0000000310	On Hold	Non-PM	Medium			Fairway Villas		Clubhouse	Scott Michael	06/29/2022	10/01/2022		0.00	0.00
Work requested														
Action Taken														
Comments														
Service Clubhouse backflow (outside)														
0000000309	In Progress	Non-PM	High			Fairway Villas		Clubhouse	Scott Michael	06/29/2022	08/26/2022		0.00	0.00
Work requested														
Action Taken														
Comments														
Register wireless thermometers for online interface														
0000000278	In Progress	Non-PM	High			Fairway Villas		Lodge	Scott Michael	06/21/2022	09/23/2022		0.00	0.00
Work requested														
Action Taken														
Comments														
Remove Remaining tree stands in phase 2														

# Work Order Summary w/ Details

Date Printed: 09/08/2022

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Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														

0000000270	In Progress	Non-PM	Medium			Fairway Villas		Parking Lot and Drop-off Drive	Scott Michael	06/21/2022	09/23/2022		0.00	0.00
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Repaint rails and lamppost in front parking lot

0000000265	In Progress	Non-PM	High			Fairway Villas		Multi Purpose Room	Scott Michael	06/21/2022	09/23/2022		0.00	0.00
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Please repaint the entire Green section beneath the chair molding, in the Multi-Purpose Room, with the color that matches the original color. The original work conducted to spot-paint that section was accomplished with a paint color that does not match.

0000000263	In Progress	Non-PM	Low			Fairway Villas	Men's Locker # 1	Men's Locker Room	Scott Michael	06/21/2022	09/23/2022		0.00	0.00
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Fix Men's locker locking mechanism

0000000262	In Progress	Non-PM	Critical			Fairway Villas		Clubhouse	Scott Michael	06/21/2022	09/23/2022		0.00	0.00
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Evaluate all door weather stripping

0000000251	In Progress	Non-PM	Critical			Fairway Villas		Clubhouse	Scott Michael	06/21/2022	09/23/2022		0.00	0.00
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Please spot paint stucco surfaces on clubhouse with matching paint color.

# Work Order Summary w/ Details

Date Printed: 09/08/2022

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
0000000247	In Progress	Non-PM	Critical			Fairway Villas		Multi Purpose Room East Exterior Pergola	Scott Michael	06/21/2022	09/23/2022		0.00	0.00
<p>SAFETY ISSUE Please repair structural separation of pergola system located on the front of the bldg outside the Multipurpose Room. Appears that the lattice support beam is barely attached and nearing possible collapse. Please reinforce pergola beam at gusset seam. The center point is sagging in excess of 2" due to poor design / construction. Recommend installing an 8 ft section of 1.5 x1.5 angle iron on the top side of the beam. Four total remediations due to 2 each split seam beams on front and rear of Multipurpose room. This has been a recurring defect not addressed by prior management. Thank you.</p>														

Records Selected: 12

**Total Cost \$**  
0.00

**Total Hrs**  
0.00

### Report Parameters

Filter: Not Contains([ WO Status ], 'completed')

Search:

Advanced Filters: [ Site ] Equals 'Fairway Villas'

Tags:

# Thank You!

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If you have any questions, please reach out to your Subdistrict Manager, Alexander Kennedy, for more information.

Alexander Kennedy

Subdistrict Manager | TCMD SD #1 & #4

YMCA of Metropolitan Denver

720.796.9938

[fvsubdistrictmanager@gmail.com](mailto:fvsubdistrictmanager@gmail.com)

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A photograph of a stone wall with a sign. The sign is made of a light-colored material and has the text 'FAIRWAY VILLAS' in large, black, uppercase letters. Below it, in smaller black uppercase letters, is 'AT GREEN VALLEY RANCH GOLF CLUB'. The wall is made of light-colored, rectangular stones.