

May 9, 2019

MEMORANDUM TO : Mark Heshfield
President
Canal Run Homeowners Association, Inc.

FROM : Justyna Zwolak
Chair, Clubhouse/Pool Committee

SUBJECT : Report on a proposal to renovate the Clubhouse

At the January 16, 2019 meeting of the Canal Run Homeowner's Association (HOA), the Board of Directors voted to establish a task force¹ to take a look at the feasibility and cost of redecorating and repairing parts of the Canal Run HOA clubhouse. The task force was asked to report on its findings prior to the March 2019 Meeting, however, due to unforeseen complications the report will be presented at the May 2019 Meeting.

The current proposal includes new furniture, repainting of the main common area, the kitchenette area and the two bathrooms, as well as fixing the tiled floor in the kitchenette area. Note that the grouting is an ongoing maintenance and should not be considered as an enhancement, but is included in the report to be complete. The gym area will not be upgraded in this project but the task force recommends that a future Board focus on improving the gym.² Moreover, the task force proposes to hold a sale of the furniture pieces that will be removed from Clubhouse via Facebook Marketplace. The additional income from this sale would help defray some of the expenses of the renovation.

BACKGROUND

The clubhouse was originally built in 2009 and has seen few renovations over the years, excluding the replacement of the flooring. The existing furniture is a

¹ The Chair of the task force is Board Member Justyna Zwolak. Other members of the task force include Board Member Nicole Randall, resident Kim Villar, resident Eileen Rizzo, and resident Krystal Bridges.

² The task force notes that repairs were done to the gym as recently as 2017 after soliciting views from the community in terms of what was needed.

collection of donated pieces from residents around the community. The existing furniture is aged, and somewhat mismatched, additionally the wear of commercial use over the years has taken a toll on the walls and floors.

The community was asked to weigh in on Facebook, as to their thoughts as to what should be done, seeking input from the community may play an important part in the redesign since there may be interest in increasing the rental fee of the clubhouse to help offset the cost associated. There was not much feedback to the post announcing the plan.

SCOPE

The scope of the task force was broad, with the main objective being purchasing modern furniture that will at the same time match pieces that the task force decides to keep (if applicable). This includes a new couch and armchairs, a new coffee table, end tables, chair tables, a sofa table, a new dining table, and possibly new book shelves. Optionally, new pillows and area rugs could also be purchased.

In addition to furniture there is a need to repair some patches on the walls where paint had been stripped away, missing grout on the kitchen floor needed to be added, new coats of paint over the entirety of the interior, and new trash cans as well.

FINDINGS

The task force was interested in finding furniture that had value, a strong mix of sturdy design with appropriate styling. Local furniture store Wolfe Furniture has several appropriate options and price points that the task force finds to be the best options. Several smaller additions (throw pillows, small area rugs, trash cans) may be purchased from other local retailers such as “At Home”, or other similar store fronts. In regard to local contractors who would be responsible for painting the interior of the clubhouse, re-grouting portions of the clubhouse floor and other minor repairs, seven contractors were brought in for comparative bid solicitation.

New furniture including sofas, chairs and tables will cost approximately \$5,700.00 (\$7,200.00 with optional bookcases). The furniture comes with a limited warranty on the material as well. The sofa and armchairs are leather, the chairs are made with OptiClean Technology (a performance system encasing fiber to ensure cleanability and providing stain protection). The free delivery is included in the quote. Appendix A includes three potential furniture packages (note that some prices are affected by how many pieces will be purchased), the furniture quote is in Appendix B, and furniture pictures are in Appendix C.

New painting was found to cost approximately \$3,200, which includes the repairs to the walls, refreshing the paint on the walls, windows, ceiling trims and baseboards. Additionally, an estimate cost of \$1,000 would be required to refresh the ceiling. The quotes are presented in Appendix D. Repairing grout to the kitchen floor will cost appx \$1,700 (see Appendix D). In total, the cost for the basic package for painting/grouting comes out to around \$4,900 (\$5,900 including ceilings). Finally, there are a number of miscellaneous items that need to be replaced: throw pillows (approximately \$80), trash cans (approximately \$100), area rugs (approximately \$80), and bathroom toilet paper and paper towels holders, soap dispenser (approximately \$250). The total price for the basic package is approximately \$12,000.00.

While, the purchases will come out of the community reserves, the task force feels that it is appropriate to raise the cost to rent the clubhouse from the current fee of \$75 to \$99. There is added value now with the updated décor and modern feel. There is also a need to help replenish the reserve funds used to pay for the update.

There will also be a mechanism in place to help protect the integrity of the clubhouse moving forward. The section in the rental application that speaks to the deposit and the inspection prior and post rentals will be significantly more prominent and will be incorporated onto the signature page to increase the importance. I will be mainly involved in these inspections, however in my absence another member of the Board of Directors will be asked to complete these tasks.

The task force felt that if repairs were to be completed during the month of June (July at the latest). The goal is to have all furniture delivered and painting jobs completed by the end of July.

RECOMMENDATION

The task force recommends that the community weigh in on the proposal contained in this report (likely in the form of an email survey). The task force recommends that the community be provided access to this report to assist them in making their decisions. The task force also recognizes that the ultimate determination as to whether to follow this proposal would be up to the Board of Directors.