

# **ORANGE PARK COMMUNITY ASSOCIATION**

## **PRESENTATION TO THE BOARD OF DIRECTORS**

**BY**

## **MASTER PLAN IMPLEMENTATION COMMITTEE**

**September 1, 2005**

### **I.**

#### **RECOMMENDATION TO AUTHORIZE THE PREPARATION OF CONSTRUCTION DRAWINGS FOR THE CHAPMAN ENTRY PROJECT**

The Committee believes that the first major capital replacement project should be the CHAPMAN ENTRY, for the reasons that follow:

- A. The entrance to the community at Chapman Avenue is the most identifying asset for our property, and it no longer adequately represents who we really are. This signature asset should be elegant, one that we can be proud of, and one that conveys the quality of the common areas and individual residences that lie within.
- B. In a planning workshop that was designed to present the inventory of issues and to facilitate input, the homeowners who participated in the process selected entry gates and call system, entry redesign, entry overall design conditions and entry monuments as the number one priority.
- C. The swinging entry gates have long been a source of frustration to keep in good operating order. In recent years, they have often been inoperative and subject to abuse by those trying to gain unauthorized entry to the community. It appears that the only long term solution is to replace them with sliding gates, which will require relocating the gates several feet to the south. This in turn will require a reconfiguration of the entire entry and exit system, which will also facilitate the improvement of circulation, another troubling aspect of the existing footprint.
- D. Most of the other assets included in the entry zone are in need of replacement, including the structures, signs, lighting, equipment and landscaping. The estimated useful lives for these assets have run out, according to the 2006 Reserve Study (available in draft form). Boards of Directors, going back to the Year 2000, recognized that significant replacements and upgrades were needed at this location; which brought attention to the need for a Master Plan before attacking individual assets on a piecemeal basis.

The overall cost of this project is roughly estimated to be \$140,000, including consultant fees, gates and openers, enriched paving, pilasters, walls, monument signs, electrical and lighting, call system, security equipment, new A/C paving, curbs and gutters, irrigation renovation, landscaping, horse trail modifications, and demolition. It must be understood that the selected contractors will have to carefully survey and dimension the areas of inclusion to determine the actual cost.

**II.  
RECOMMENDATION TO ENTER INTO AGREEMENTS  
WITH CATHCART/BEGIN ASSOCIATES, INC.,  
JAMES J. BRENNAN, INC., AND  
REEDCORP ENGINEERING, INC.  
FOR LANDSCAPE ARCHITECTURAL, CIVIL  
AND ELECTRICAL ENGINEERING SERVICES  
FOR THE CONSTRUCTION DRAWINGS  
FOR PROJECT ENTRY ON CHAPMAN AVENUE**

Carthcart/Begin Associates, Inc. (Landscape Architecture and Land Planning)

The Total Fee is hourly, not to exceed \$6,960. The Scope of Services include coordinating the work of the civil and electrical engineers and other landscape architectural services enumerated in the Proposal, which has been reviewed and approved by the Committee. They include entry monument plan, wall and fence plan, wall location and layout, planting plan, irrigation renovation plan, gate location determination, gate detail, enriched paving detail and quantities and cost estimates.

James J. Brennan, Inc. (Consulting Civil Engineers)

The Total Fee is \$4,300. The Scope of Services is enumerated in the Proposal, which has been reviewed and approved by the Committee. They include site survey-clearly defined scope of area, topographic survey, erosion control plan, base sheet preparation, exploration and evaluation of various easements involved, utility locations, drainage, roadway and grading plan, curb and gutter plan and hydrology and hydraulic calculations.

Reedcorp Engineering, Inc. (Consulting Electrical Engineers)

The Total Fee is \$3,200. The Scope of Services is enumerated in the Proposal, which has been reviewed and approved by the Committee. They include preparing final electrical design calculations, preparing contract document drawings and electrical specifications, all having to do with gate control, telephone, security cameras and lighting.

These consultants will be retained by the Association and Cathcart/Begin, as the coordinating consultant, will approve and recommend payment to the other consultants, as appropriate.

The construction drawings and accompanying cost estimates will be the basis for determining the actual scope of the project and its estimated final cost. The Committee and Board will have the opportunity to make whatever adjustments they deem appropriate before the project is put out to bid.

**III.**  
**RECOMMENDATION TO USE**  
**ORANGE PARK COMMUNITY ASSOCIATION RESERVES**  
**FOR THE FUNDING OF THE CHAPMAN ENTRY PROJECT**

*The Association's governing documents require that funds be accumulated for future major repairs and replacements. The Association's policy is to fund major repairs and replacements from reserve funds, if available. If funds are not adequate, the Association has the right to increase the monthly assessments, pass special assessments or delay replacement until funds are available. (Note 6, Notes to Financial Statements, December 31, 2004, Daniel J. Leonard, CPA)*

The Committee has reviewed a draft of the 2006 Reserve Study as prepared by *Association Reserves, Inc.* At our request, an additional provision of \$100,000 was included in the analysis for the Chapman Entry project. These are monies that are intended to cover additional features and upgrades, such as a masonry wall, pilasters and enriched inter-locking concrete pavers which are not otherwise included in the Reserve Study. It is also assumed that \$20,000 will be expended in 2005 for the initial costs of the project, which has been taken into account in the Starting Reserve Balance at January 1, 2006.

The Committee agrees with the conclusions reached by *Association Reserves* that adequate reserve funds exist for the Chapman Entry project and possibly for other Master Plan elements as well. Furthermore, all other assets not directly associated with Master Plan elements, such as the community's streets, irrigation equipment and recreational facilities and equipment, are being provided for in accordance with *Association Reserves* analysis of the assets and projections as to their useful lives and replacement costs.

The Committee does not contemplate, nor does it propose, to increase monthly assessments or to impose a capital improvement assessment. It is the opinion of the Committee that it would be inappropriate to additionally assess the members of the Association when reserve funds have been accumulated and are available for this project. The Committee has also considered the option of borrowing funds, but sees no reason for pursuing that option at this time.

#### **IV. IN CONCLUSION**

The Committee respectfully requests the Board to approve the preparation of construction drawings for the CHAPMAN ENTRY, utilizing the services of Cathcart-Begin, James J. Brennan and Reedcorp Engineering and the resources available in Reserves.

The construction drawings will be reviewed by the Committee and approved by the Board before actual construction begins, which likely would be shortly after the first of the year.

We are pleased to serve the Board and Association in this significant way and look forward to future projects that will continue to add pleasure and value to Broadmoor Park and Saddle Hill Ranch.