

PROJECT APPROVAL REQUEST

1. **Project Name:** Olde Lyme Park Restroom Upgrade for Year around Usage

2. **The Person or Persons and Committee Proposing the Project:**

The Lake Dam Committee and LLCC BOD are sponsoring this project.

3. **The Project's Description/Scope Including:**

a) **Narrative description of the project.**

This project will upgrade the restroom at Olde Lyme park to facilitate its use by members on a year-round basis. Historically, all LLCC park restrooms are closed and winterized from November 1st to April 15th of each year to prevent the water lines from freezing during cold winter months. Members noted in a previous "parks survey" that they would like to see at least one functioning restroom open year around to support winter park users and exercise walkers. During the FY 2023 budget cycle, funding was approved to upgrade the restroom in Banbury park for year around usage. This remodel was completed and involved routing nearby power to the restroom and installing an interior heater, a fan with lights and an in-line hot water heater to the restroom sink. Heating was added to both adjoining restroom areas since a common water source is used and both required heating to prevent freezing. In the 2025 budget cycle, the Board decided that the restroom at Olde Lyme Park should be upgraded in a similar manner for use by members in Divisions 4 and 5 (on the west side of Mason Lake road). The upgrade would be patterned after what was done with the Banbury restroom and will take advantage of all lessons learned from that project.

b) **The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.**

The purpose of this project is to provide LLCC members in Divisions 4 and 5 with a functioning restroom for use on a year around basis. Currently, due to concerns about water line freezing, the restroom at Olde Lyme park is closed and winterized from November through April of each year. Members can use the park throughout the year but will have no functioning restroom during the winter months. This complicates their visit especially if they have small children, and may ultimately limit their ability to enjoy park visitations. In addition, walkers and joggers frequently need to make restroom stops as they walk or jog around our development and having an open restroom facility would be beneficial to them as well

c) **Description, drawings and sketches as necessary to understand the project.**

The Olde Lyme Restroom upgrade will be modeled on the Banbury park restroom upgrade.

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d) The approximate cost for the project, and the basis and assumptions for that cost estimate.

It is estimated that the total cost of this project is \$15,000. This amount has been included and approved in the FY 2025 LLCC budget. This estimate is based on expenditures experienced during the Banbury restroom remodel. Specific project tasks associated with this project include:

- 1) Route power from an adjacent power pole into both restrooms and terminate in a fuse panel (100 amp).
- 2) Install a heater in both bathrooms with tamper proof thermostat
- 3) Install a restroom ceiling using particle board or plywood sheets. Include cutouts for roof skylights if applicable.
- 4) Install the following equipment in one restroom designated to be open year around: a) overhead light/fan with motion sensor and b) in-line 120-volt tankless electric water heater on the hot water line for the sink.

e) A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources.

This project should be managed by our Facilities manager and the work performed by our maintenance personnel with subcontracted help from an experienced local electrical contractor. The latter effort will involve routing power from an adjacent power pole to an electrical fuse panel installed on the side of the restroom. PUD 3 will also be required to support routing of power from the existing power pole.

f) An approximate schedule, including any time constraints regarding project activities or completion dates.

Since the Olde Lyme restroom is already winterized and closed for the 2024/2025 winter months, this project needs to be scheduled and completed prior to next year's winter season. Facilities should plan the work consistent with other demands for their time. Completion should be targeted for no later than the end of September, 2025 before Fiscal Year budgeted funds expire.

4. The budget status of the project.

Funding for this project (\$15,000) has been authorized by the BOD and included in the FY 2025 LLCC baseline budget.

5. Any additional considerations the board may need to consider, including any foreseeable project risks or liabilities.

Olde Lyme restroom is somewhat isolated and can be prone to vandalism. Having the restroom unlocked during daylight hours adds to the risk. Making sure a camera is set up to monitor the restrooms would help deter this possibility.

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6. *The proposed project manager.*

This project will be managed by the LLCC Facilities manager.

7. *Evidence of coordination with appropriate staff departments and management.*

The project has been reviewed with the Facilities Manager and the General Manager who support its objective and scope.

PROJECT APPROVAL REQUEST

1. **Project Name; Re-establish Functionality of the Pedestrian and Car Gates at Anglia Park**
2. **The Person or Persons and Committee Proposing the Project:**

The Lake Dam Committee and the LLCC GM are co-sponsoring this project.

3. **The Project's Description/Scope Including:**

- a. **Narrative description of the project.**

Maintenance problems are being encountered on a continuing basis with both the main entrance pedestrian and car gates and the pedestrian dam gate to Anglia park. These gates are intended to control members' access to both the park and sensitive dam areas as well as prevent access by unauthorized personnel.

The pedestrian dam gate is located adjacent to dam access road and entry is achieved via a keypad passage lock which is currently nonfunctional. This gate is important because it controls unauthorized personnel from entering the LLCC park and dam areas from the WDFW public boat launch. The main entrance gate consists of both a personnel access gate and a car gate. Both use keypads to control access. The car and personnel access gates are often non-functional due to recurring issues with the access keypad locks and motor mechanisms. Car access through the main car gate is achieved via a rolling (open/closed) slide gate activated by a keypad. Problems with motor overheating often occur which prevents gate opening/closing and therefore car ingress/egress. Maintenance costs for all gates are high due to the age of the technology and inability to obtain repair/replacement parts.

- b. **The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.**

The purpose of this project is to repair or replace the existing Anglia Park car and pedestrian access gates with sturdier gate structures and more reliable access provisions (keypads, other). This will provide several benefits to our membership including: 1) reliable access to Anglia Park 2) improved control of non-member access to the park and dam areas and 3) reduction in yearly maintenance expenditures required for continual repair of the current systems. Improved access control would also improve member safety in that the HOA will not have to deal with unwanted intruders.

Selection of repair versus replace options will require assessment by, and discussions with gate contractors selected to bid on this project.

- c. **Description, drawings and sketches as necessary to understand the project.**

Photographs of current gate structures are provided below. Replacement gates will be similar in design to these existing structures but be sturdier, more reliable and utilize current technology.

- d. **The approximate cost for the project, and the basis and assumptions for that cost estimate.**

It is estimated that the total cost of this project will not exceed \$35,000. This amount has been included and approved in the FY 2025 LLCC budget.

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- e. **A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources.**

This project will be managed by our Facilities and Operations managers and the work performed as a contracted effort with a reputable fencing company.

- f. **An approximate schedule, including any time constraints regarding project activities or completion dates.**

The schedule goal for this project is to get the planned work completed by opening of the 2025 summer season (May 2025). Bids have been solicited from three fencing contractor's with two providing bid packages. Based on these initial inputs, it appears that the project cost and schedule goals are achievable.

4. The budget status of the project.

Funding for this project (\$35,000) has been authorized by the BOD and included in the FY 2025 LLCC baseline budget.

5. Any additional issues the board may need to consider, including any foreseeable project risks or liabilities.

An important consideration is the selection of an effective technology for controlling access. Options include key cards or similar devices, member specific access codes, a single use access code or other methods enabled by our new electronic locks. A trade study will be conducted jointly with the Lake Dam Committee and our General and/or Operations Manager to select a baseline approach.

6. The proposed project manager.

This project will be managed jointly by the LLCC Operations and Facilities managers.

7. Evidence of coordination with appropriate staff departments and management.

The project has been reviewed with the Facilities Manager and the General Manager who support its objective and scope.



Main Entrance Gates (Anglia Park)

Pedestrian Gate at the Dam access road

PROJECT APPROVAL REQUEST

1. Project Name; New Park Benches and Tables

2. The Person or Persons and Committee Proposing the Project:

The Lake Dam Committee and LLCC GM are co- sponsoring this project.

3. The Project's Description/Scope Including:

a) Narrative description of the project.

This project will procure new metal benches (Qty 3) and picnic tables (Qty 2) for placement in our LLCC parks. These benches/tables will replace worn wooden items that, due to age, vandalism and neglect, have deteriorated significantly and represent a safety hazard to members.

Over the past several years LLCC has been replacing existing degraded wood picnic tables in all parks with new, plastic coated perforated metal units. To date, a total of 14 tables have been replaced and 7 wooden tables remain. As a part of this replacement effort, ADA compliant tables are being procured.

In regard to park benches, last year all benches were removed from the parks and discarded because they had deteriorated to the point they represented a "user" safety hazard. This will be the first year we will start selectively replacing these benches.

b) The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.

The purpose of this project is to continue replacing deteriorated wood picnic tables and purchase replacement benches (for park play areas) with durable lower maintenance products.

c) Description, drawings and sketches as necessary to understand the project.

The following summarizes information on the tables and benches recommended for procurement:

TABLES (see below picture insert)

- Supplier: Commercial Site Furnishings, Montgomery Alabama
- Table Type: 8 Foot ADA Y Base, Perforated Metal Picnic Table, Color Brown
- Purchase Quantity/Price: 2 @ \$1005 each (base price w/o taxes, shipping)

BENCHES (see below picture insert)

- Supplier: Belson Outdoors, Naperville, Illinois
- Bench Type: Model 940S-P6, Six Foot Length, In-Ground Mount, Color Brown
- Purchase Quantity/Price: 3 @ \$878 each (base price w/o taxes, shipping)

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d) The approximate cost for the project, and the basis and assumptions for that cost estimate.

It is estimated that the total cost of this project, including base price, taxes and shipping is **\$5,839**, breakdown as follows:

Tables

Purchase 2 @ \$1,005 = \$2010 + \$171 (sales tax) + \$400 (shipping) = \$2,581 Total
Per Unit Cost = \$1,290

Benches

Purchase 3 @ \$878 = \$2,634 + 224 (sales tax) + \$300 (shipping) = \$3,158 Total
Per Unit Cost = \$1,053

Misc. Supplies

Concrete, form boards, etc. for mounting benches = \$100 (total for 3 benches)

e) An approximate schedule, including any time constraints regarding project activities or completion dates.

The tables and benches can be ordered immediately upon BOD approval of this PAR. The goal would be to have them installed by start of the 2025 summer season.

f) The budget status of the project.

A total of \$6,000 was approved for this project in the FY2025 budget.

4. Any additional considerations the board may need to consider, including any foreseeable project risks or liabilities.

None

5. The proposed project manager.

This project will be managed by the LLCC Facilities and/or Operations Manager.

6. Evidence of coordination with appropriate staff departments and management.

The project has been reviewed with the General Manager who support its objective and scope.

