

Assembly Hall Process Steps

1. Rebuild / Remodel Decision - Complete
2. Special Meeting to socialize decision. – Complete
 - a. Gather Feedback
3. Scope – Confirm Requirements
 - a. Storm Shelter / Basement Storage
 - b. Mail Room
 - c. Kitchen
 - i. Refrigerator
 - ii. Stove
 - iii. Microwave
 - iv. Garbage Disposal?
 - v. Sink – Type and Configuration
 - vi. Dishwasher?
 - vii. Ice Maker?
 - viii. Freezer?
 - d. Enclosed Storage – tables, chairs etc.
 - e. Work Area – size?
 - f. Winter Truck Bay – water drain?
 - g. Electric
 - i. Generator?
 - h. HVAC – size
 - i. Zoned
 - i. Floor – Type?
 - j. Insulation
 - k. Windows – Type and Orientation
 - l. Patio – Fixed seating area?
 - i. Covered
 - m. Bar Area?
 - n. Fireplace?
4. Identify Alternatives
 - a. Stick Built
 - b. Pre Fab / Pre Engineered
5. Research Architect
6. Socialize Architect Recommendation with Assembly (Special Meeting)
7. Select Architect
 - a. Contract
8. Create Alternative Design
9. Cost Alternative Design
10. Project Timing for Alternative Design
11. Socialize Alternatives – (Special Meeting)
 - a. Leaseholder Vote

12. Determine Financial Alternatives
 - a. Special Assessment
 - b. Construction Loan
13. Socialize Financial Alternatives (Special Meeting)
14. Select Financial Alternative – Leaseholder Vote
 - a. Determine when finances will be in place to start for each alternative
15. Vote on Design and Financial Alternatives
16. Research Contractors
17. Select Contractor
 - a. Contract – fix bid
18. Form Construction Management Committee
 - a. Owners Representative / General Contractor / Architect
19. Create Detail Construction Plan
 - a. Phases / Milestones
20. Start