

Delavan Lake Assembly



Special Meeting of the Leaseholders - Assembly Hall

Questions from the January 15 Meeting

From the Special Meeting of the Leaseholders regarding Assembly Hall on January 15, we have compiled a summary of the asked questions and responses from the meeting for those unable to attend the presentation. The full meeting, minutes and committee presentation are available for viewing online.

Building Size and Style:

1. Is there an elevator in the building? Will it be two stories?

It is a single-story building, with a large common area, lobby area with larger bathrooms and mailroom. Because it is a single-story building there is no elevator in the building, with all community areas on the main level. There is a basement for storage and mechanicals, with two stairways for entrance/exit. There is a storage area over the garage area, with stair access from the workshop. Since 2018 various building designs have been created for a new hall. This is the smallest of those designs. Part of the reason the Committee recommended this design is that it fits the character of the community.

2. Can we understand how access to the building will work?

The building is designed so that the mailroom, bathrooms, basement (for safety purposes) and lobby are available at all times. The main hall and facilities will be used for community events organized by the Auxiliary, and other scheduled gatherings. Private rentals by DLA leaseholders will continue to be available, and will continue to be managed by the Auxiliary, with Park activities and schedule taking priority on scheduling. No outside (non-leaseholders) will be allowed to rent the Hall.

3. What is the Total Square Footage of the Hall? What is the proposed occupancy?

The total square footage is: 4104 SQFT

Square footage of the main hall: 1392 SQFT

The occupancy level of the Hall - Main Area (recommended) is:

Seated at tables - 93

Seated (rows) - 193

Standing - 278

In addition, the east doors (facing the lake) can open up, providing additional covered spaces on the proposed patio.

4. What are the safety features of the building?

There is a basement that has 24 hour access to address weather issues. In addition one (possibly both) restrooms will be reinforced for a safety area, for those unable to access stairs. The restrooms will be ADA compliant, with safety features and accessible doors. Entry into the hall is graded, with stairs not required to access any areas of the building or patio. Additionally, other building security features will be addressed including security cameras - exterior, main hall, mailroom, lighting, locks, and other needed measures.

5. Is it necessary for the garage to continue to be attached to the hall? Why not relocate all services to the shed?

The committee, supported by the survey results and through direct conversations with our caretaker of 29 years, felt it was essential to continue to have our park services centralized and readily available at all times. There is no direct access to the shed within the park, requiring access from the street for park equipment and work. The shed is a valuable area for storage, but lacking the support needed for year-round work and the needed functions for the park. The lot width is narrow, making it extremely difficult to safely store the truck when the plow or other tools are attached. While this might serve as a temporary area during construction, the limited space, lack of access and facilities and other resources do not meet the needs of the park.

6. Was a prefab metal building considered for this building?

This was an early consideration by the committee and discussed with all engaged architects. All felt that such a structure would not address the identified needs of the community, nor would result in a noticeable cost savings, if any. The additional required engineering would most likely result in a higher cost.

7. How was the size and style of the hall determined?

Utilizing input from the Auxiliary, the DLA Board, the Assembly Hall Committee (membership open to all leaseholders), a list of essential items was developed and shared with the community and the selected Architect. Some non-negotiables were: ADA restrooms with adequate facilities; a warming kitchen to meet the needs of current and future events; separate, 24 hour access to restrooms and mailroom; attached garage for essential park work/equipment; storage space for tables and chairs; adequate space for DLA activities including Annual DLA leaseholders meeting; a design that reflects the character and charm of the park both in style and size; an economic, yet well-built structure.

Proposed Construction Timeline:

8. If the community approves the proposed hall, what is the proposed timeline for construction:

If approved, the committee will begin the formal process for permitting and approval with the town and county. If approval is met, the Board will engage the architect to prepare the detailed drawing and building plans and a General Contractor will be selected. The target goal is to begin construction following Arbor Day, 2025. In our initial discussions with builders, project estimates were 12-16 months from start to finish.

9. If the project completion time is 12 months, how will that impact summer events and activities? Will construction be occurring in the currently banned quiet period of July 1 - after Labor Day?

We will work with the contractors to target completion of the major exterior work prior to the July 1 date, so that the focus of the work during the busy summer months will be on the interior features, thus avoiding heavy equipment moving through the park during these busy

months. This is a major project, and fully stopping the project during this time period could limit builder interest and would most likely significantly impact costs. Yet safety of all residents, especially our youngest, will be a priority concern.

Communication Concerns:

10. I am aware that some leaseholders were not able to access the meeting, due to limitations with the platform (only 100 guests). How will you communicate this very important project with them? How will they be able to have their questions answered?

The full presentation (video) of the meeting will be posted online with all leaseholders being provided access to the meeting. Additionally, minutes and a Q&A will be forwarded. The PowerPoint presentation will be presented as a singular document so residents can view key slides, including: the floor plan, proposed costs and financing, and timelines.

In addition to this Q&A Document, the Committee will be hosting a follow up session on January 29 at 7:00 pm to address any further questions or concerns so that all leaseholders can make an informed decision.

Specific to our communication platform, we were unfortunately unaware of the capacity issue going into the meeting. We have already contacted our provider to make sure this is not an issue going forward. We are hopeful that our proposed follow-up communications allow for all voices to be heard, and leaseholders to be informed. We are very apologetic for the technical issue and the few that were impacted by this.

11. Calling for a vote of the Assembly with the typical window of response (15 days) seems rushed, not allowing for all leaseholders to view the details of the project and seek more information. How can this be better addressed?

The Board appreciates this feedback and with the suggestions of the community, developed the following timeline:

By January 19 - minutes, meeting recording, FAQ, and presentation available to all leaseholders

January 22 - Ballots sent to all leaseholders

January 29 - Open online Q&A Session at 7:00 pm

February 7 - Paper votes must be received, electronic voting ends.

February 10 - Results announced to the community

Other Comments/Concerns:

12. How many votes in support will be required for the project to be approved?

Based on our By- Laws, Article III, Sections 6-9, we need a quorum of 50% of leaseholders to participate in the voting process. There are 211 homes in the park, with each having one vote, requiring 106 participating in the voting process to establish a quorum. If a quorum is established, a simple majority of all the leaseholders who vote will determine the outcome. For example, if 110 leaseholders (52%) submit a ballot, and 60 vote in favor (55%), the vote passes.

13. If the community does not approve the proposed new hall, can the current hall be renovated and continue to be utilized?

Since the Board first initiated a study into the hall in 2018, significant structural and elemental concerns were identified in the current hall. When the 2018 proposed new hall did not meet approval, limited structural (roofing) issues were addressed for short term maintenance only. Previous presentations by this and the 2018 committee have pointed out other significant structural concerns, environmental issues (mold, air quality) ADA, foundation (slab) and point to potentially other significant issues not readily visible. Builders and architects who came on site to view the hall were that the potential costs would far outweigh the return in the investment, and expressed concerns if the current structure could handle the needed improvements.

14. What happens if the county denies the needed waivers for the project to move forward?

We will need to review with the county the reasons stated for not approving the project, and then work with the Architect and the committee to see if these concerns can be addressed while still meeting the stated needs of the projects within the approved budget. While there is room to make adjustments to the project on the north within the allowed building setbacks, the committee did not wish to explore them at this time, concerned with the aesthetics of the park and the potential impact on neighboring residents.

15. What are the projected costs and payment options for this project for leaseholders?

We've engaged in discussions with banks regarding financing for the build. Ideally, some members of the Assembly will pay the special assessment in full, minimizing the amount we need to finance. We cannot formally proceed with the bank until we have project approval from the Leaseholders.

The vote will also gauge how many members intend to pay the full assessment (no more than \$5,950 each as per the vote). With this information, we can estimate the financing amount and collaborate with the bank to structure the loan, including interest rate, term, and payment frequency. Please refer to the presentation for detailed information on the expected cost of the build and its comparison to the Roads Assessment.