

Mt. Park Reserves Committee

Russ O'Connor 1/11/12

The role of the Reserves Committee is to serve as an advisory committee to the MPHOA Board of Directors. The Reserve Committee is responsible for assuring that the (assets) structures, systems, equipment, trails and facilities of MPHOA are properly maintained, replaced and rehabilitated, consistent with the architectural integrity and character of the building and landscape, in order to meet the needs of the MPHOA.

The Reserve Committee consists of the MPHOA General Manager- Elsa Lemoine, Landscape Manager- Kevin Stohler, Fitness Manager-Rena Bohm and the Maintenance Technician-Mike Vandehey & Jon Hickman along with one Board of Directors Liaison- Russ O'Connor and one homeowner member (Property Owner VOLUNTEER needed!) All committee members have voting privileges.

In 2010, the first major step for the Reserve Committee was to develop an up to date Master Reserve Study based on the major reconstruction and renovation of the clubhouse along with all other Mt. Park assets. This entailed identifying every asset in the clubhouse, landscaping, maintenance buildings, pathway, playgrounds, etc. and determining its name, location, date purchased or installed, useful life, replacement year and replacement cost. We did this for approximately 1600 line items looking out over the next 40 years. This was completed at the end of 2010 and gave Mt. Park a detailed list of asset replacement items and Reserve costs per year. These projected reserve costs have been budgeted for and each year dollars are placed into the Reserve account for current and future needs.

Starting in 2011 and continuing forward the Reserve Committee reviewed and updated the Master Reserve Study utilizing a detailed walkthrough of all current replacement items on the list. Typically the items up for replacement in the coming three years are reviewed in detail in this manner. Some items are pushed out or pulled into the current year based on current asset condition, category and priority. After finalizing the current year replacement items, bids are solicited from vendors and contractors or reviewed for completion using in-house staff.

A Reserves Proposal is then prepared and presented to the Mt. Park Board for review and approval of Reserve Projects to be scheduled for the coming year.

Once approved the Reserve Committee moves into implementation / construction stage.

Design may be required and then final bids/ contractors/vendors are selected. Upon award to vendor/ contractor each Staff Area Owner (i.e. Maintenance Technician) tracks vendor /contractor progress for schedule, contract, safety and facility impacts if any. In addition the Reserve Committee is updated by the Staff Area Owner on vendor/contractor status and progress at periodic Reserve Committee meetings.

During 2011 the following major projects were approved and completed: (\$198,785.00)

- Office Computer replacement- 5 workstations
- Botticelli Asphalt Trail replacement
- Banquet Hall South and East Balcony beam repair and handrail replacement
- Pool-Pak HVAC Fencing (Clubhouse west side)
- Lap Pool Backstroke flags
- Cardio and Strength Machines (3 treadmills, 2 elliptical, leg press)
- Patching and Painting of Mechanical and Electrical room walls and ceiling
- Banquet Hall Balconies siding replacement
- Hook-up Air-conditioning HVAC unit for pre-school
- Preschool Cedar Fence replaced
- Studio I glass and frame replacement
- Staff Breakroom and Kitchen complete remodel with new appliances
- Storage/ Janitorial Room remodel
- Office equipment- folding machine

For 2012 the following major projects are approved to date : (\$179,375.00)

- Banquet Hall East Balcony patio furniture
- Landscape Maintenance Building Siding replacement
- Cardio and Strength Machines (11 spin bikes, 5 dual function weight machines)
- 21" Commercial Lawn Mower
- 2012 Commercial Landscape truck and body
- Cellini Asphalt Trail replacement, Cervantes and Weatherstone handrail replacement
- Office 2 work station replacement, Clubhouse lower level wireless
- Playschool and Lobby Fire Alarm ADA upgrade
- Commercial Landscape Trailer
- Lobby Lighting/ Esthetics Enhancement
- Clubhouse Galvanized Waterline replacement (study, design, budget development)

As you can see the Reserve Committee is very active during the year and has a broad area of responsibility which impacts how our facilities and exterior area look and function for Mt. Park residents. It takes time, dedication and commitment to keep it this way and we need to all thank the Reserve Committee for their tireless efforts.

PLEASE NOTE: The Reserve Committee is looking for a Mt. Park Homeowner who would like to be part of this team. Someone who has some knowledge of maintaining your home and yard and some desire to give back to your community as a whole. Please contact MPHOA General Manager- Elsa Lemoine if you are interested.