

# anthem

community council

Meeting of the Board of Directors  
January 25, 2017  
Anthem Civic Building  
3701 W. Anthem Way  
Room 2

5:20 p.m.  
ACC Special Work Session

## AGENDA

1. **CALL TO ORDER**
2. **ESTABLISH QUORUM**
3. **ADOPT AGENDA**
4. **NEW BUSINESS**
  - A. Recap of Financial Structure and Funding Mechanisms
  - B. Discuss Use of Enhancement Funds and Set Asides for Current and Future Master Plan Projects as well as Other Special Projects
  - C. Discuss Proposed Community Center Renovation Project
5. **ADJOURNMENT**

# anthem

## community council

### Memorandum

**To:** President and Board of Directors  
**From:** Neal Shearer, Community Operations Officer  
Doug Greenstein, Community Financial Officer  
**Date:** November 8, 2016  
**Re:** **Enhancement Funds and Set-Aside Considerations**  
**CC:** Jenna Kohl, Community Executive Officer

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#### Purpose

The purpose of this item is to lay the groundwork for future Board discussion and direction in 2017 regarding the allocation of Enhancement Funds for set aside considerations.

#### Background

The Enhancement Fund, which was established through the governing documents, is based on ¼-of-1% of the sale price of each resold property in Anthem. Pursuant to Arizona law, the Enhancement Fund may only be used for recreational purposes, such as Opportunity Way Park, as authorized by the ACC Board.

At a Work Session on the Facilities Master Plan process with the Board and Community Planning and Development Committee on October 4, 2016, the group briefly discussed the benefit of setting aside a percentage of the Enhancement Fund balance and new revenue to be used to: 1) enhance existing recreational amenities and 2) build up savings for future recreational needs, rather than allocating 100% of the Enhancement Funds on new Master Plan projects. Some of the reasons why this should be seriously considered are outlined below:

- As the community ages, existing recreational amenities will likely require facility enhancements above what is accounted for in the Reserve Fund budget for base replacement costs. For example, recent large scale playground replacement projects (Adventure Playground in 2014 and Discovery Playground in 2016) were redesigned with upgraded play features, surfaces, benches and shade to enhance the old playgrounds to better address evolving resident expectations—these upgrades required additional funding that was authorized by the Board. Additionally, a space needs analysis is underway at the Community Center to assess options and potential costs for more efficiently utilizing space

and improving crowded conditions in the fitness and administrative areas. Recommendations from this space needs analysis may involve replacement of assets that could be funded by the Reserve Fund and upgrades and expansion to the Community Center that could be funded by Enhancement Funds, if authorized by the Board.

- Because the Reserve Fund is a transfer from the Operating Budget that is funded primarily by assessments, using “renewable” Enhancement Funds to supplement Reserve funds for improvements to existing recreational facilities will lessen the funding burden on the Operating Budget and annual assessments paid by Anthem property owners.
- Community demographics and recreational needs will continue to evolve and some large scale recreational projects may require multi-year savings to adequately fund, so setting aside a percentage of Enhancement Funds for future recreational needs would provide the Board with additional funding flexibility to improve/update existing amenities or save for more expensive projects over time.
- At some point in the future, the lack of available land for new recreational projects and increasing pressures on the Operating Budget will make it even more critical to allocate non-assessment revenue streams, such as Enhancement Funds, to take care of and enhance existing recreational amenities and facilities.

#### What is a reasonable set-aside percentage?

As a starting point for discussion, staff is suggesting that 25% of the Enhancement Fund is a reasonable set-aside percentage for the Board to consider. This would include the current Enhancement Fund balance and new Enhancement Fund revenue. For example, if the 2016 year end Enhancement Fund balance is \$800,000, 25% or \$200,000 would be set-aside and \$600,000 would be available for new Master Plan projects. An additional \$536,500 is forecasted for 2017 Enhancement Fund revenue, which would result in \$134,125 being set aside and \$402,375 being available for new Master Plan projects, as may be approved by the Board.

As has been widely publicized (<http://www.onlineatthem.com/facilities-master-plan>), the ACC is currently soliciting proposals for new Master Plan projects with initial recommendations on project proposals tentatively scheduled to be presented to the Board on May 24, 2017.

#### Next Steps

Because this is an important issue that that has long-term funding implications, staff is not seeking Board final policy direction at the November meeting. Rather, we wanted to lay the groundwork for future Board discussion and direction at a Work Session or Board meeting in early 2017.

## **ANTHEM COMMUNITY CENTER- Needs Assessment & Cost Study**

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### **INTRODUCTION / EXECUTIVE SUMMARY**

The Anthem Community Center (ACC) is a thriving first class facility located at 41130 N. Freedom Way. This Needs Assessment & Preliminary Cost Determination focuses on two areas: the Administrative Offices and the Weight Training/Fitness area.

This 46,300sf building opened in the year 2000 and enjoys tremendous use by the residents of Anthem. While the majority of the facility functions quite well, these two specific areas of study are burdened by over-crowding and inadequate space.

Ultimately, we are proposing updating and remodeling approximately 4,860 net square feet of Interior space to better advantage and enclosing an additional 1,280 gross square feet where simple to do so.

#### **ANALYSIS of EXISTING CONDITIONS:**

Existing Conditions were CAD documented and photographed. The Architect toured the facilities several times with ACC Staff to identify areas of greatest need and expansion potential.

#### **METHODOLOGY:**

A series of 4 Group Meetings were conducted with ACC Manager Kevin Shaffer, the entire ACC Program Management Team, ANTHEM Community Council COO Neal Shearer and CEO Jenna Kohl. Existing Deficiencies were noted, detailed Questionnaires distributed and answered, and Multiple Design Options were presented for each area seeking the consensus best solutions. This study will address 3 areas of analysis: INTERIORS & ADDITIONS, SYSTEMS and GENERAL, each with their own respective sub-categories.

#### **PRIMARY NEEDS: ADMINISTRATIVE OFFICES**

The ground floor Administrative area currently has 5 offices for 8 full time general and program managers. Three of the smallest offices are shared by 2 managers each. Administrative Assistants and Summer Seasonal Employees have no specific places to work. Membership functions routinely conflict with front desk activities. Privacy between offices is non-existent. Organized Storage is severely lacking throughout.

#### **PRIMARY NEEDS: WEIGHT TRAINING & FITNESS**

Located directly above the Administrative Offices, the Weight Training and Fitness Room are two of the most crowded and highest use areas in the facility. Free weights being

## **ANTHEM COMMUNITY CENTER- Needs Assessment & Cost Study**

slammed down on the floor above reverberate sound and vibration to the Offices below. Stationary SPIN bikes compromise the use of open floor space in the Fitness Room. The adjacent open Balcony space is never used. Currently, there are no Restroom facilities on the Second Floor.

### **PRELIMINARY COST ESTIMATES:**

The current Cost Estimate, subject to change as design development, engineering and detailing evolve, takes into account the specialized nature of remediating each area including all labor, materials, overhead and profit, general conditions, sales tax, and miscellaneous costs attributable to the job. Logical work items are grouped in order to aid future funding allocations, design, bidding and construction. Options for flooring upgrades are given as well.

### **CONSTRUCTION SEQUENCE:**

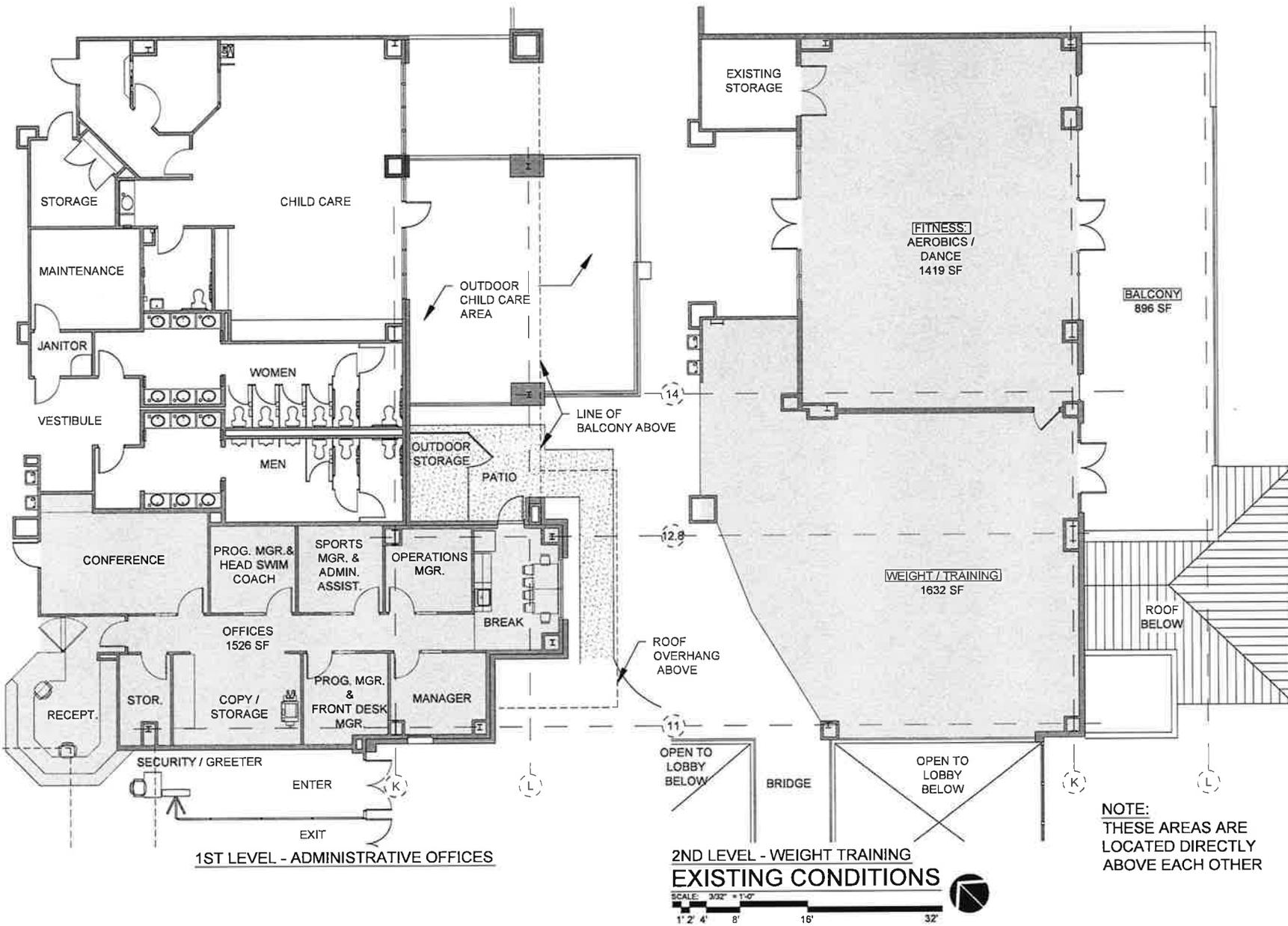
While the work could be done in phases by floor by floor or interior/exterior, it is recommended that all Improvement work be accomplished at one time in order to maximize dollar value, reduce Construction General Conditions costs, and minimize overall disruption time.

### **OPERATIONS:**

This Facility is well used and extremely effective in its delivery of services to residents. Therefore, this facility will need to remain open and fully operational during all Improvement activities. Reception Desk Expansion Millwork can be fabricated off-site. Temporary Offices can be set up in the existing Multi-purpose Rooms. Weight Training will be largely unaffected by Enclosure of the Balcony and related Improvements. The Child Care Outdoor Play Area will be temporarily closed, but all other indoor activities will be largely unaffected.

### **ANALYSIS & RECOMMENDATIONS:**

Please see the following Improvement Recommendations. For each element of Analysis, a brief DESCRIPTION of the current conditions is noted. Detrimental conditions are described as DEFICIENCIES. The RECOMMENDATIONS put forth the best solutions after careful study of short and long term considerations.



**MWKARCH**  
 Architecture  
 Planning  
 Interiors  
 History  
 Arts

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Revision:  
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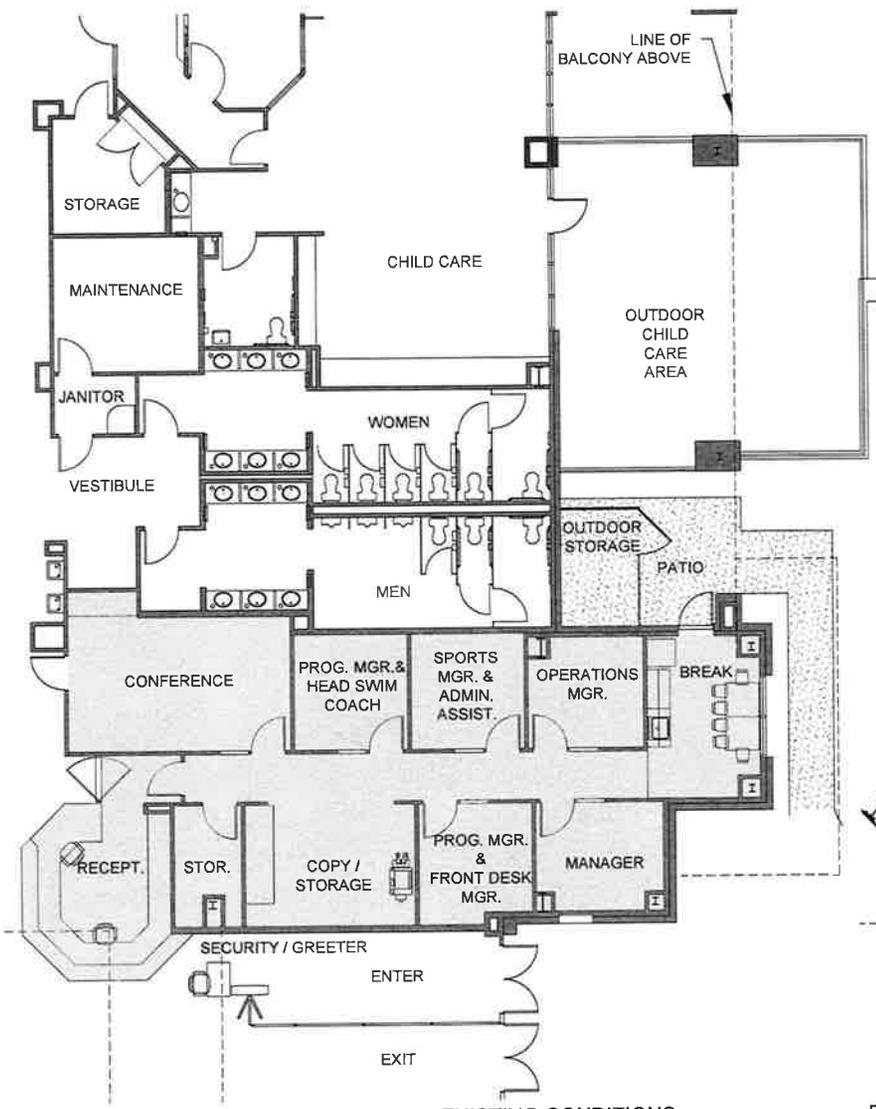
**ANTHEM COMMUNITY CENTER**

SPACE NEEDS ANALYSIS  
 41130 N. Freedom Way Anthem, AZ 85086

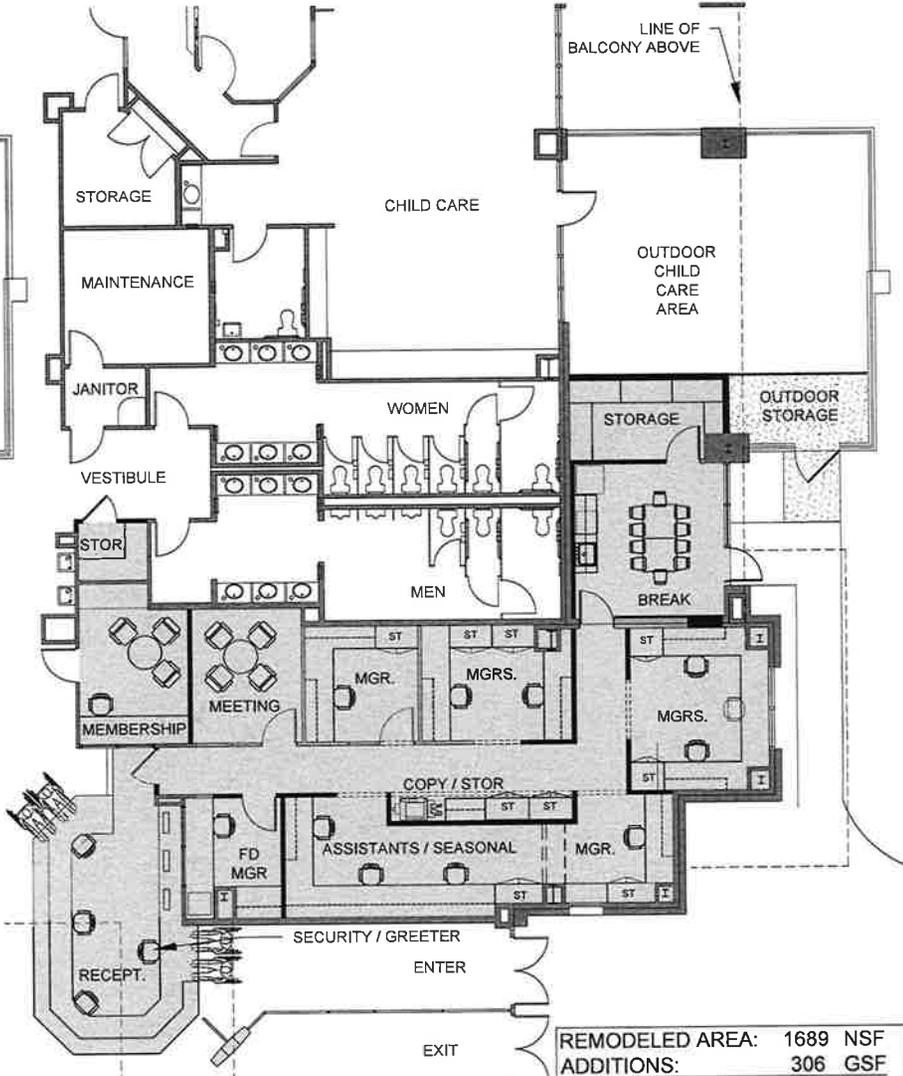


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|-----------|-------------|
| Drawn by: | Checked by: |
| KNF       | MWK         |
| Date:     | Date:       |
| 2016.05   | 10 JAN 2017 |

EXISTING  
 CONDITIONS  
**A0.01**



**EXISTING CONDITIONS**  
1526 SF



**PROPOSED REMODEL / ADDITIONS**  
1995 SF

|                               |                |
|-------------------------------|----------------|
| REMODELED AREA:               | 1689 NSF       |
| ADDITIONS:                    | 306 GSF        |
| <b>TOTAL REMODELED SPACE:</b> | <b>1995 SF</b> |

**1ST LEVEL ADMINISTRATION**

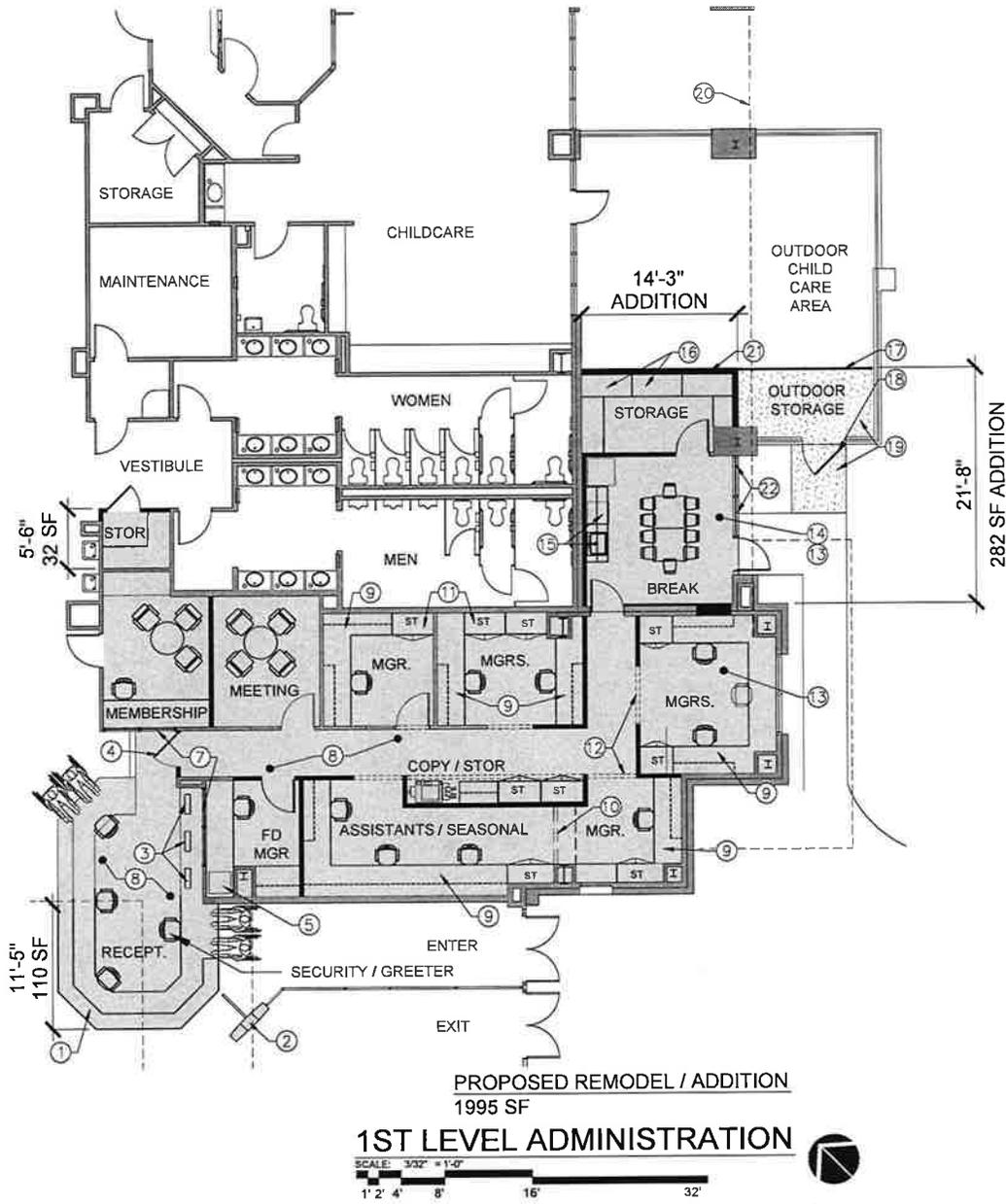


**ANTHEM COMMUNITY CENTER**  
SPACE NEEDS ANALYSIS  
41130 N. Freedom Way Anthem, AZ 85086



|                 |                     |
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| Date<br>2016.05 | Date<br>10/JAN/2017 |

1ST LEVEL  
PROPOSED  
CHANGES  
**A0.02**



### ASSUMPTIONS

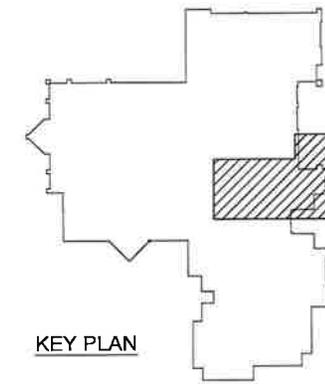
- FLOORING:**
1. ALL NEW CARPET TILE \$ SHEET VINYL.
- CEILING:**
2. ALL NEW ACOUSTICAL CEILING / 0.90 N.R.C. TILES (2X2 TEGULAR).
- LIGHTING:**
3. REUSE 60% EXISTING, ADD 40% NEW (C.F.L. OR L.E.D.)
- HVAC:**
4. EXISTING TO REMAIN, ADD NEW MINI SPLIT UNIT FOR 300 SF ADDITION.
- ARCHITECTURAL MILLWORK:**
5. STANDARDIZED SYSTEM OF NEW COUNTERS / DESKS, OVERHEAD CABINETS & FULL HEIGHT STORAGE UNITS. MATERIALS - SOLID SURFACE COUNTERTOPS & PLASTIC LAMINATE ON MEDIUM DENSITY FIBERBOARD (MDF).
- EXTERIOR ENCLOSURE & ADDITION:**
6. WALLS TO BE EXTERIOR INSULATING & FINISHING SYSTEM (EIFS) ON 6" METAL FRAMING WITH R-19 MINIMUM BATT INSULATION & 5/8" GYPSUM BOARD (INTERIOR SIDE)
  7. ANODIZED ALUMINUM STOREFRONT & DOOR TO MATCH EXISTING.

### KEYNOTES

1. EXPAND FRONT DESK TO 4 PERMANENT WORK STATIONS INCLUDING SECURITY / GREETER, RE-FINISH ALL SURFACES.
2. NEW CARD SWIPE SECURITY GATE.
3. LAPTOP CLOCK-IN STATION.
4. NEW A.D.A. COMPLIANT DOOR.
5. SECURITY CAMERA EQUIPMENT.
6. SUBDIVIDE EXISTING CONFERENCE ROOM - EXTEND SOUND INSULATED WALLS TO UNDERSIDE OF DECK AND PROVIDE ACOUSTICAL SEALANT TOP & BOTTOM.
7. PROVIDE NEW STOREFRONT WINDOWS LOOKING INTO FRONT DESK AREA.
8. FLOORING: CARPET SQUARES.
9. NEW MILLWORK COUNTER WITH OVERHEAD CABINET STORAGE, TYPICAL.
10. OPTIONAL PRIVACY WALL.
11. FULL HEIGHT MILLWORK STORAGE (ST) CABINETS, TYPICAL.
12. LINE OF SOFFIT OVERHEAD.
13. CHANGE CEILING TO ACOUSTICAL LAY-IN.
14. FLOORING TO BE SHEET VINYL (WOOD LOOK).
15. RELOCATE / REUSE KITCHENETTE.
16. ADJUSTABLE WIRE SHELVING, TYPICAL.
17. RE-USE FENCE SECTION.
18. SAW CUT & PATCH MASONRY & FENCING, RE-USE EXISTING GATE.
19. NEW CONCRETE SLAB.
20. LINE OF BALCONY ABOVE.
21. EIFS SYSTEM ON 6" LIGHT GAUGE STEEL FRAMING WITH R-19 INSULATION.
22. ANODIZED ALUMINUM & GLASS STORE FRONT GLAZING & DOOR TO MATCH EXISTING.

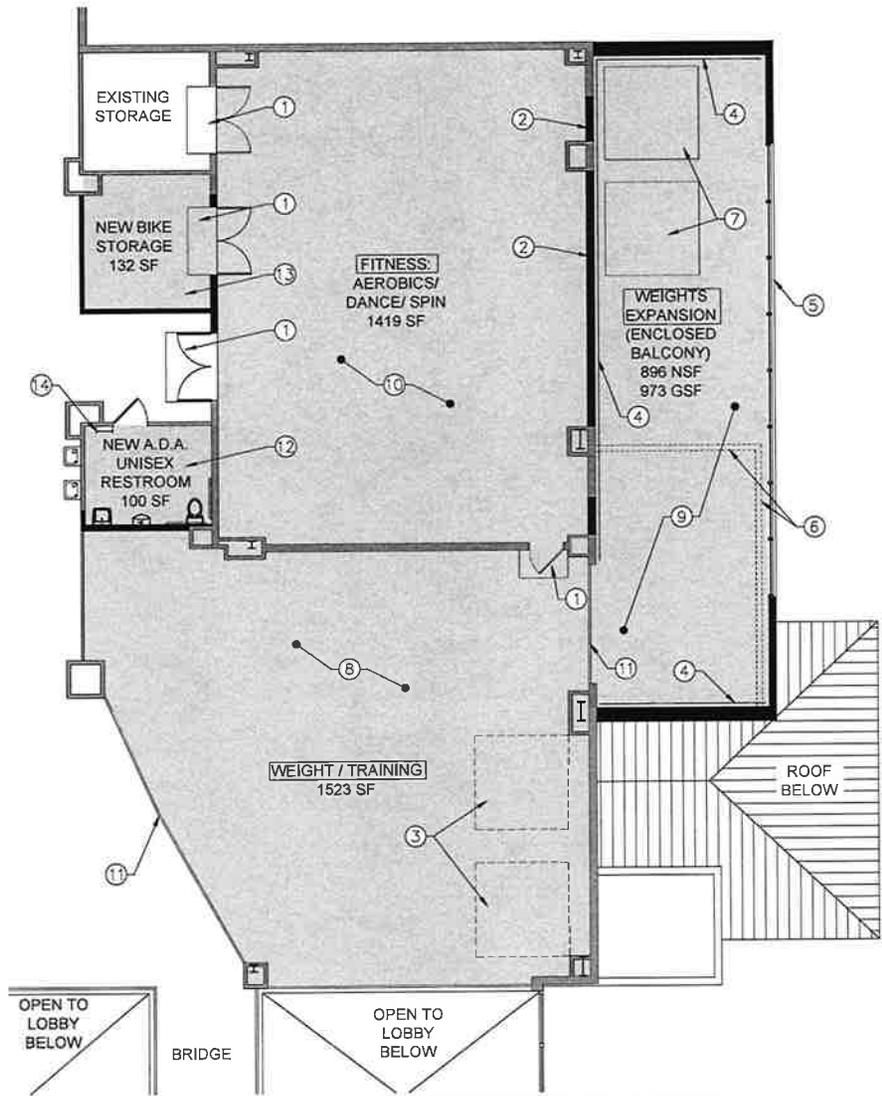
### WALL LEGEND

- EXISTING
- NEW









PROPOSED REMODEL / ADDITION  
4147 SF

## 2ND LEVEL WEIGHT ROOM



### ASSUMPTIONS

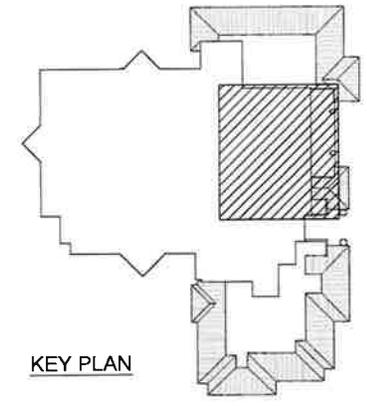
- BASE BID ITEMS**
- FLOORING:**
1. MATCH EXISTING FLOORING WHERE NEW, SAND & REFINISH WOOD FLOORING.
- CEILING:**
2. EXISTING TO REMAIN, NEW ACOUSTICAL TILE CEILING AT WEIGHTS (2X2' GRID).
- LIGHTING:**
3. EXISTING TO REMAIN, NEW TO MATCH EXISTING.
- HVAC:**
4. ADD ROOF MOUNTED HEAT PUMP & FAN COIL ABOVE CEILING AT WEIGHTS EXPANSION, EXISTING TO REMAIN & MODIFY AS REQUIRED AT NEW BIKE STORAGE ROOM.
- PLUMBING:**
5. NEW TOILET TO HAVE FLUSH VALVE WATER CLOSET URINAL, WALL HUNG, AND FLOOR DRAIN SINK, WATER & SEWER TIED TO EXISTING AT RESTROOMS BELOW.
- EXTERIOR ENCLOSURE AT BALCONY:**
6. WALLS TO BE EXTERIOR INSULATING & FINISHING SYSTEM (EIFS) ON 6" METAL FRAMING WITH R-19 MINIMUM BATT INSULATION & 5/8" GYPSUM BOARD (INTERIOR SIDE)
  7. ROOF ADDITION TO CONSIST OF METAL (NON-COMBUSTABLE) FRAMING & METAL ROOFING SYSTEM TO MATCH EXISTING.

- ADD ALTERNATE UPGRADES (OPTIONAL)**
- RUBBER FLOORING:**
8. NEW 1/2" RUBBER ROLL FLOORING THROUGHOUT.
- WOOD FLOORING:**
9. REMOVE EXISTING 2" PROFILE WOOD FLOORING AND REPLACE WITH 6" DEEP MULTI-LAYERED CUSHIONED WOOD DANCE FLOOR (2" RECESSED PER EXISTING CONDITIONS, 4" RAISED FLOORING.) 4' LONG RAMPS WOULD BE REQUIRED AT ALL DOORWAYS.

### KEYNOTES

1. RAMP TRANSITIONS REQUIRED IF UPGRADED DANCE FLOOR, TYPICAL.
2. NEW SOUND INSULATED WALL REMOVE STORE FRONT (MIRROR OPTIONAL).
3. EXISTING LOCATION FOR HEAVY LIFT PLATFORM(S) OVER ADMINISTRATIVE OFFICES (CAUSING NOISE & VIBRATION).
4. NEW WALL MOUNTED MIRROR, TYPICAL.
5. HIGH WINDOWS, TYPICAL.
6. LINE OF BREAK ROOM & STORAGE ADDITION BELOW.
7. BEST LOCATION FOR HEAVY LIFT PLATFORMS BASED ON EXISTING STRUCTURAL SUPPORT, OVER OUTDOOR PLAY AREA BELOW. (NOISE & VIBRATION LESS IMPACTFUL.)
8. FLOORING OPTIONS: EXISTING RUBBER TILE TO REMAIN OR NEW UPGRADED RUBBER TILES.
9. RUBBER TILE TO MATCH OVER LEVELING AGENT.
10. FLOORING OPTIONS: WOOD FLOORING TO REMAIN OR REPLACE WITH RAISED CUSHIONED DANCE FLOOR (WOOD).
11. NEW VINYL TRANSITION STRIP.
12. FLOORING, PORCELAIN CERAMIC TILE (NON-SLIP).
13. MATCH EXISTING STORAGE ROOM FLOORING (VCT).
14. ROOF ACCESS LADDER TO REMAIN, LIMIT ACCESS WITH LOCKABLE PANEL AT BASE OF LADDER.

### WALL LEGEND



KEY PLAN

**MWKARCH**  
Architecture  
Planning  
Interiors  
History  
Arts

Michael Wilson Kelly  
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231 N. 1st Ave. / Ste. 108  
Phoenix, Arizona 85003 (602) 575-7667

DATE: \_\_\_\_\_  
BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

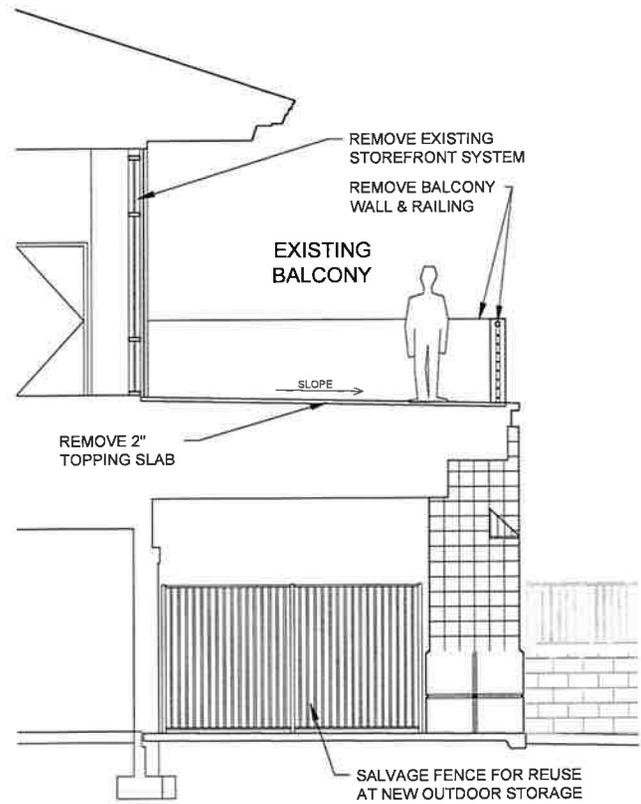
# ANTHEM COMMUNITY CENTER

SPACE NEEDS ANALYSIS  
41130 N. Freedom Way Anthem, AZ 85086

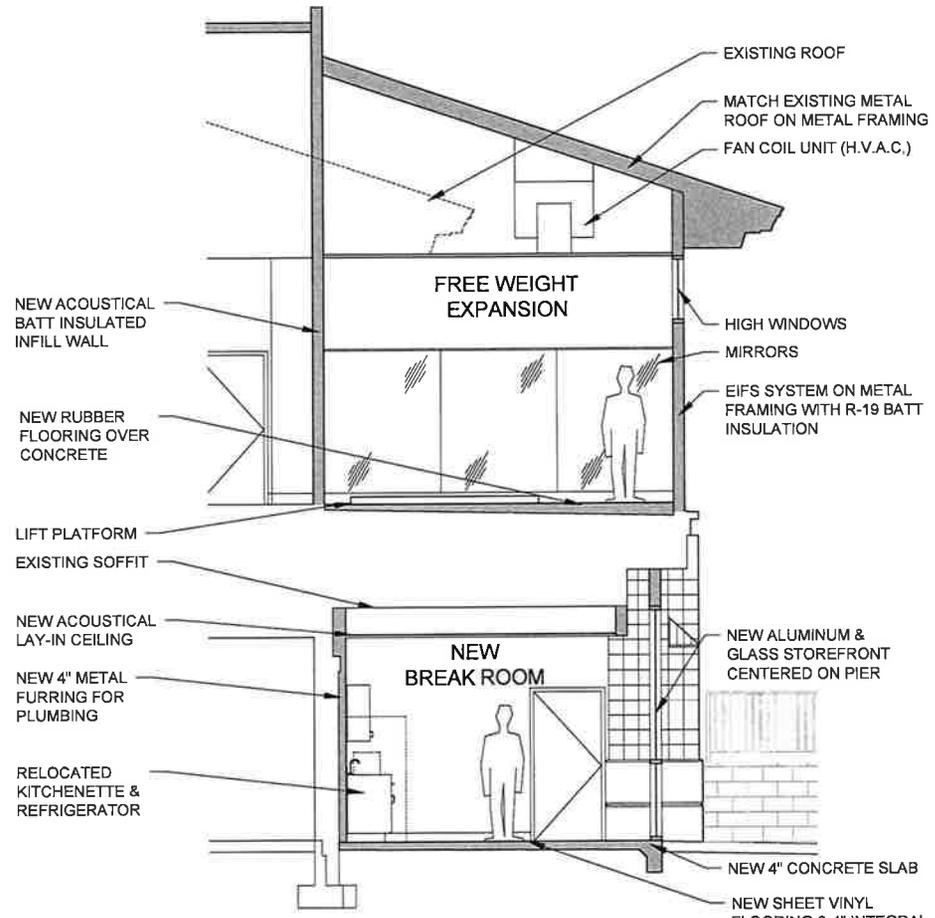
Project No. 2016.05  
Issue Date: 15JAN2017

2ND LEVEL  
PROPOSED  
CHANGES  
**A0.06**

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|  |
|  |
|  |



**EXISTING SCHEMATIC SECTION**  
 SCALE: 3/16" = 1'-0"  
 2' 4' 8' 16'



**NEW SCHEMATIC SECTION**  
 SCALE: 3/16" = 1'-0"  
 2' 4' 8' 16'

**ANTHEM COMMUNITY CENTER**  
 SPACE NEEDS ANALYSIS  
 41130 N. Freedom Way Anthem, AZ 85086



|                     |                   |
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| Project No: 2018.05 | Date: 10 JAN 2017 |

SCHEMATIC SECTIONS

A0.07

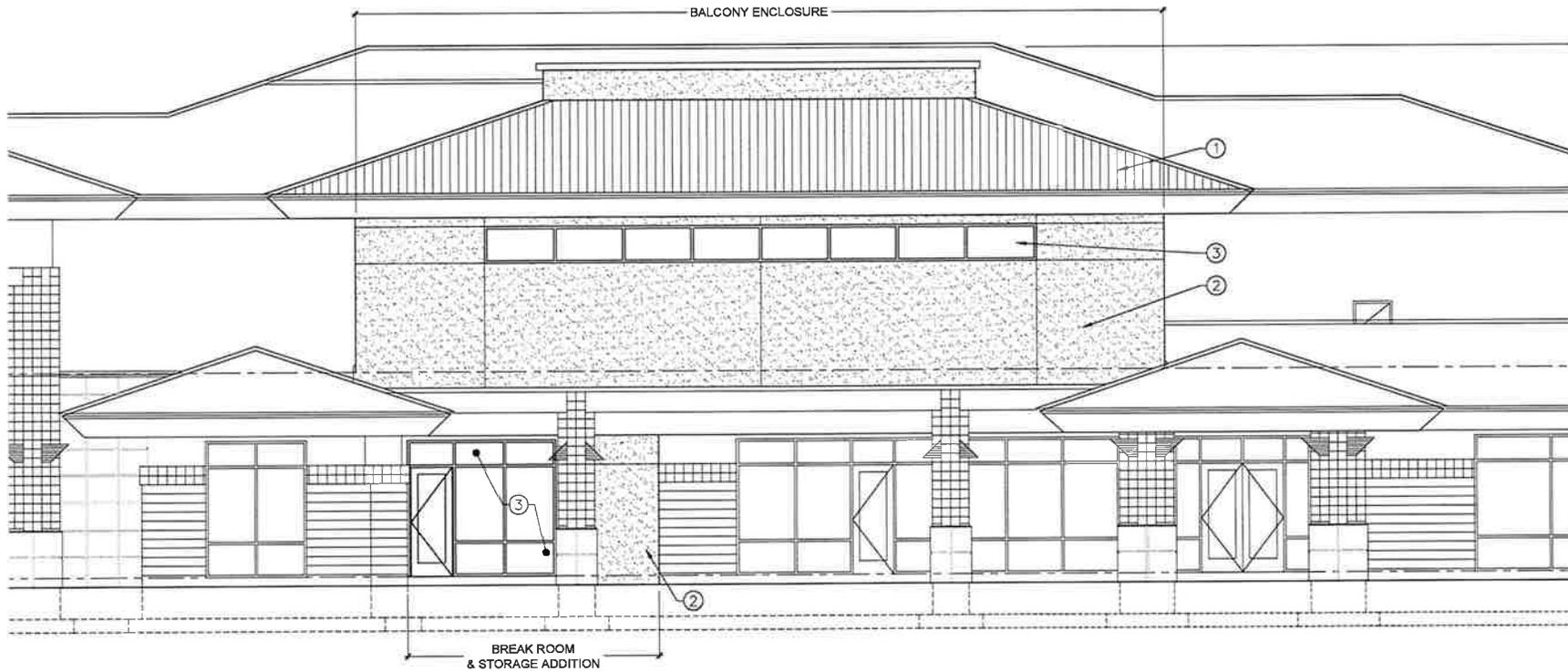
**KEYNOTES**

1. NEW METAL ROOFING SYSTEM TO MATCH EXISTING.
2. NEW EXTERIOR INSULATING & FINISHING SYSTEM (EIFS) TO MATCH EXISTING.
3. ANODIZED ALUMINUM & GLASS STOREFRONT GLAZING.

**MWKARCH**  
 Architecture  
 Planning  
 Interiors  
 History  
 Arts

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Revised:  
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**NEW ELEVATION**

SCALE: 1/8" = 1'-0"

**ANTHEM COMMUNITY CENTER**  
 SPACE NEEDS ANALYSIS  
 41130 N. Freedom Way Anthem, AZ 85086



|                        |                   |
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| Project No.<br>2016.05 | Date<br>15JAN2017 |

ELEVATION

A0.08