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DATE: 6/16/05
TO: Mitch Conner, RRM Design
CC: OVA Board of Directors (including Chair, LRP&NCC)
FROM: Ted Thronson
SUBJ: Comments on Administration and Architectural Office Needs

This is in response to your request at the Focus Group on OVA Administration and Architectural Committee.

The first part of these comments is a comparison between what we have now in rented quarters and the design developed in 2002 by Tierney Figueiredo ("TF") for incorporation in a future new building with multiple uses. A copy of that drawing is enclosed. (Of course, your study supercedes the TF idea.)

<u>Description</u>	<u>Now</u>	<u>TF</u>	<u>Var</u>
Lobby	127 sf	195 sf	68 sf ¹
Staff Work Area	420 sf	350 sf	(70) sf
Manager's Office	180 sf	165 sf	(15) sf
Conference Room	41 sf ²	165 sf	124 sf
Architectural Office	293 sf ³	165 sf	(128) sf
Storage/Break Room	<u>275 sf⁴</u>	<u>175 sf</u>	<u>(100) sf</u>
Totals	1,336 sf	1,215 sf	(121) sf

We believe this apparent 9% shortage between "Now" and "TF", while unacceptable, is actually greater (worse). This is because the proposed lobby is a public access to the bathrooms whereas the present one is not. At best, the usable area of the TF lobby is no larger than what we have now. The shortage becomes (189) sf or 14.1%, or more. (We are sorry we did not identify this at the time the TF drawing was developed.)

That's just the beginning. We have identified additional needs. Your design will be critical to overcome the above shortage and the additional needs. We believe the layout

¹ Includes public access to bathrooms

² This is the space in the Arch Office not needed if the Conference Room is elsewhere.

³ This is adjusted to the amount needed if there is a separate conference room. We have 334 sf now.

⁴ Combination of three existing spaces, two within present office and one 70-sf closet in Activities Building.

will have to be changed from the TF plan but are not expert enough to indicate how. Here is a room-by-room discussion:

Lobby: We may need a total of about 195 to 200 sf to meet present needs and to provide additional seating. One good feature of the TF plan is a 9' counter instead of our present 6' version. That could even be bigger. (With at least 9', we will be able simultaneously to handle two clients at the counter more easily than we can now.) Clients at the counter should not be too close to the front doors. We don't want Bathroom access to be directly off the lobby. See comments on Bathroom below. A half door should control the clients' access to the inner offices and Staff Work Area.

Manager's Office: Would like to add space for a small table with chairs around it. Door to Conference Room is a good idea but creates need for still more room in the office because valuable wall space is lost. In other words, this office needs to be larger. Being on the building's outside corner with two windows is not essential; one window is enough. See comment below about Assistant's Office. Desired position of that is right outside or next to main door to this office. Soundproofing is essential.

Conference Room: The size and the three accesses (from Arch Office, Manager's Office, and open portion of Staff Area) in TF's plan are good. Must be soundproofed.

Architectural Office: Size needs to be at least 293 sf to accommodate what they have now, less one of the two tables. Must have outside entrance as its main entrance. Direct access to Conference Room is a must as is direct access to staff area and on to copy machine, printers, etc. Providing one more door than it has now may require increased floor area. Must be soundproofed. Need wall space for 8'x3' map and not above any cabinets or other obstacles. May need space for 8 filing cabinets; we have 6 now. Need storage cabinet like the one now in use. See comments under Storage for storing plans of OVA facilities. The subdivision maps, two drawers worth, should remain in this office.

Ombudsman's Office: This is a new need. Need space for desk & chair for occupant and at least two chairs for visitors. Also need space for normal filing, computer, etc. Must be soundproofed but doesn't need outside wall. One door is sufficient but it should be wheelchair accessible.

Assistant's Office: The Assistant is presently in the staff area but should have an enclosed office with easy access to the staff area and a clear (but distant) view of the counter. This office must be immediately adjacent to the Manager's Office. It and the Manager could share a small anti-room where clients could wait (seated) to enter either office. Must have minimum of two chairs for guests. The space required is probably larger than the space now used by the Assistant in the 420 sf dedicated to the present Staff Work Area. Need adequate desktop area for computer, in/out files, etc. Need other files and work surfaces near at hand. Soundproofing is desirable.

Staff Work Area: This will be occupied by at least two employees, but size it for three. Plenty of space should be left behind the counter. (The present 32 inches is terribly restrictive.) Employees will walk to the counter and can pull files on a cart to counter if necessary during trip signups that involve many clients at once. Desks should be separate and should have some sort of sound barriers, perhaps cubicles with glass. All

desks should have clear view of counter. At least one desk should face the counter. All desks should have at least one chair for a client and the ability to pull another chair to the desk when needed. Readily used supplies and handouts (not displayed in lobby) should be in the Staff Work Area, but back-up printers and faxes should not be. It is essential for the multi-purpose copy machine to be in the Staff Area, but to do that the copy machine should be placed in a noise-reducing cubicle. Users of the copy machine should be able to see the Lobby. At least two of the desks require major near-at-hand access to binders and other files; L-shaped configurations resolve most but not all of that need. There needs to be a spacious aisle (or even a half-walled passageway) from the door from the Lobby through the Staff Work Area to the Conference Room and Manager's, Assistant's, and Ombudsman's Offices.

Office Equipment Room: This function could be combined with the Break Room described below. The office equipment has to be easily accessible by all staff. Office equipment to be in this area includes a postage machine, one or two printers; spare fax; network server with monitor, keyboard, network hub, and related firewall and DSL hardware; and telephone system. The multi-purpose copy machine should remain in the Staff Work Area; this would keep residents, who are allowed to use the machine, out of the bowels of the office.

Break Room: The Break Room needs to be accessible by all employees but doesn't need to be as centrally located as the Office Equipment Room, if those two functions are separated. The Break Room must be accessible to Board members and have a desk (and chair) for at least one of them at a time to sign checks and to review documents in slots designated for them. It needs a sink with hot and cold water and a garbage disposal, a mini refrigerator, a microwave, a coffee maker, and storage for related supplies. It also needs space for a bottled water dispenser. This might be a good room for display of an 8'x3' wall map (like the one in the Architectural Office). We now have it in our present Storage Area.

Storage: We envision one storage room for the needs described here. The present amount of storage space is inadequate. The file cabinet area for the Admin Office is 105 sf and should be half again as large just for that need. The space equivalent of our 70-sf closet accessed from inside Room B in the Activities Building should be included. (That will free up the closet for use by the Lawn Bowl Club or others.) Aside from the filing cabinet in the Architectural Office, which is full, we have no cabinets or racks for storing building plans for our various OVA-owned buildings and grounds. There is the equivalent of 18 cu ft of rolled plans that are currently stored loosely. The plans in the Architectural Office would add about the same if removed from the present cabinet.

Bathrooms: We would prefer our own private set of bathrooms and would need only one stall and one basin in each. These should be accessed from the office area only. If we must use more public bathrooms, then access should be from our office area through a private door into a vestibule that is the access to the bathrooms. The public would access the bathrooms through the same vestibule but would use a door from the outside into the vestibule. As stated before, the Lobby for the Admin Office should not have direct access to the restroom or the vestibule thereof.

80'-0"

ELECTRICAL
EQUIP. RM.

LIBRARY
47'-6" x 21'-6"

STOR./BREAK RM.
15'-9" x 11'-2"

ARCHITECTURAL
OFFICE
15'-0" x 11'-0"

MEN

WOMEN

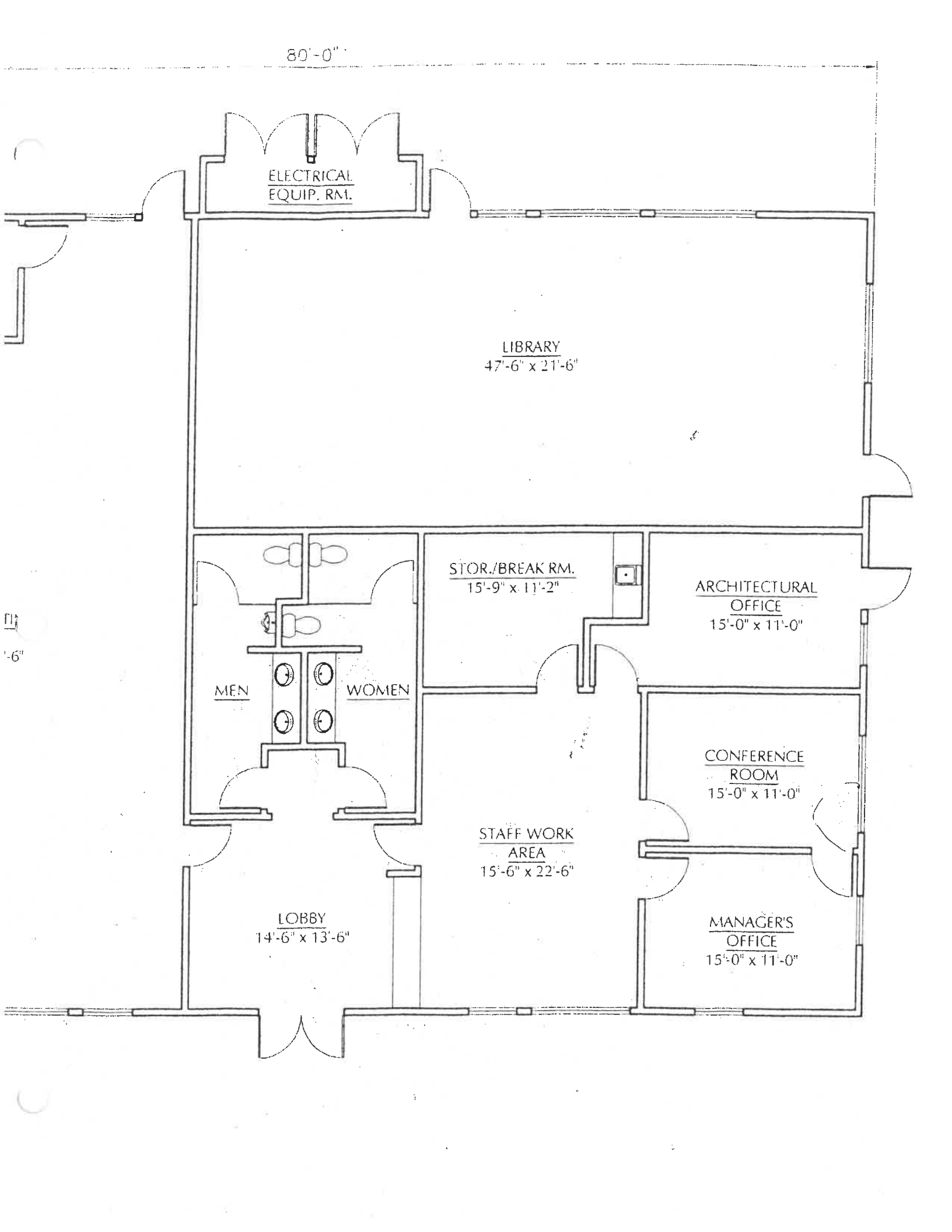
CONFERENCE
ROOM
15'-0" x 11'-0"

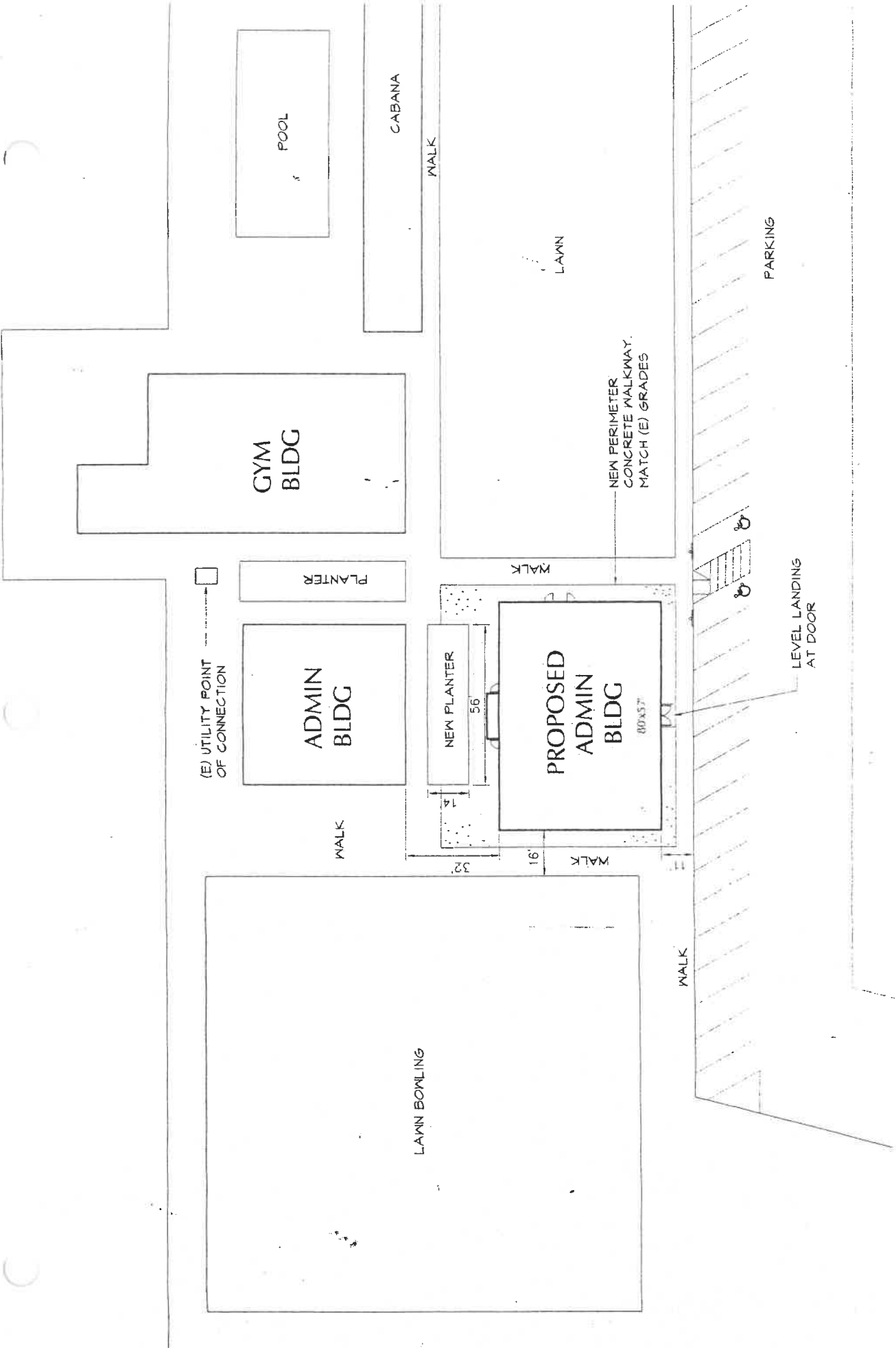
STAFF WORK
AREA
15'-6" x 22'-6"

LOBBY
14'-6" x 13'-6"

MANAGER'S
OFFICE
15'-0" x 11'-0"

11'-6"





(E) UTILITY POINT OF CONNECTION

ADMIN BLDG

PLANTER

GYM BLDG

POOL

CABANA

LAWN BOWLING

NEW PLANTER

56'

PROPOSED ADMIN BLDG
80x57'

NEW PERIMETER CONCRETE WALKWAY MATCH (E) GRADES

WALK

WALK

WALK

LAWN

WALK

PARKING

LEVEL LANDING AT DOOR

32'

16'

WALK