

Your Association wants to know what you think about our current office facility. Please review the following “needs assessment” and send us your thoughts, suggestions, ideas and your vote for one of the options at the bottom. **Please fax (270-5668) or email (Mary@Lebanon-Realtors.com) your reply by October 2, 2009.**

(Do not hit 'REPLY' or your email goes to everyone on the distribution list. Thank you.)

The Existing Facility at 1300 Florence Street

Square footage – 2804 Square Feet

Parking – 12 Spaces

Occupied since 1990

LCAR is presently housed in a 1-story building which was previously used as retail space and a beauty shop and first occupied in 1990. In 2004-2005 we remodeled the west end of the building to include a kitchen, handicap accessible restroom, and a refurbished conference/training room. \$38,000 has been budgeted for the past 3 years to remodel the east side of the building, but staffing changes and alternate work space have been issues.

Although it was hoped that the present building would be our permanent office “home”, steady growth, coupled with significant design limitations inherent in the building, led us to evaluate whether the facility continues to meet our needs.

Hence, a primary issue is whether the present building and its site can be properly adapted/expanded to serve the Members effectively, or if LCAR’s best option would be the construction of a new facility, or purchase of an existing building.

Whether remodeling, moving or building new, any office facility needs to be easy to find, provide adequate parking, provide adequate meeting areas and restrooms, and convey a professional image. It must be practical, and most importantly, provide opportunity for future growth.

Disadvantages of the present facility includes the following:

- East end of building seriously in need of paint, carpeting, etc.
- When the meeting room activities coincide with deliveries or serving the needs of Members who stop to pick up forms or pay invoices, the site is short of parking spaces (12). Staff parking utilizes 2-3 spaces.
- Serious lack of storage space (Open House signs, Golf signs, Parade of Homes signs, etc)
- Inadequate conference and training spaces
- Inefficiency based on functions being placed "where they fit", rather than next to "where they are most efficiently used"
- Difficulty in meeting current regulatory requirements including Barrier Free Access (the Americans with Disabilities Act.
- Lack of restroom facilities (1-2)
- No exits/doorways at back of building
- Damp/Musty Basement

- The building is physically located in an alley or half street in a residential area. We have a zoning exception for a non-conforming use.

This “Needs Assessment” was prepared as a **discussion starting point** or benchmark. A primary goal is to determine if the present building and site offers suitable potential for a long-term facility solution. Since assuring an adequately sized site is the primary element in evaluating a site, the present site would appear to be inadequate. The present site is already too small and offers no means to cost effectively expand or increase the parking area.

As a result of the above, we feel that at best the present site only offers the potential of a short-term fix. Since we are looking at the facility from the perspective of present and future needs, we concur that the long-term interests of the Association would require developing a long-term solution, rather than a series of interim fixes.

Our “That Would Be Great” List

- 4000-5000 square feet
- Training/Class Room for 40
- Separate Board/Conference Room
- Adequate toilet facilities (water closets, lavatories, etc.) 3 or more
- Office areas for three employees (2 full time, 1 part time)
- Reception Area – Seating for 6-8
- Storage Areas – Signs, Office Supplies, Janitorial Supplies
- Realtor Store Area – Forms, Maps, Brochure Boxes, etc.
- Filing Room
- Copier Room
- Kitchen
- An outdoor seating area/patio
- Handicapped Accessibility
- Any future facility must readily accommodate emerging technologies.
- Parking Area (sized proportionate to the training/meeting room) 30-40 spaces.
- Building should reflect the professional image of Realtors® and have visibility in the community

Opinion Poll (check one)

1. Are you in favor of putting more money in the existing facility to improve the space?
2. Are you in favor of looking for another existing facility which will better suit our needs?
3. Are you in favor of building a new facility to meet our present and future needs?

Other Comments and Ideas
