

Westwood Homeowners Association

Committee Organization-Vision-Direction Report for:

Entrance Signs/Decorative Signposts/Street Lights

Committee Members:

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The following is a outline of general goals and resulting summary addressed by the committee:

Decorative Signposts:

- 1) Review and consider HOA member feedback during all committee activities.
 - a. Develop a summary of how HOA member comments were addressed/considered by the committee.
 - i. Of four mentions, two were in favor of updating all street sign posts to match existing decorative posts, (both member addresses are in areas of WWH without decorative street signs). Two mentions were opposed (both member addresses are in areas of WWH with existing decorative street signs).*
- 2) Arrive at a recommended design (materials, installation-embedment).
 - i. The following is a summary of recommended materials and related installation details:*

- ii. *Intersection signposts – 15.5' overall length – (11.5' above grade) (3"x3" galvanized material painted green). Decorative scrolling and ball caps.*
- iii. *Informational signposts – 13.5' overall length – (9.5' above grade) (3"x3" galvanized material painted green). Ball caps.*
- iv. *12" dia 4' deep concrete footing for each post.*
- v. *Current needs include 10 intersection and 10 informational signposts. The committee recommends hiring the fabrication of 2 extra intersection and 2 extra signposts to have on hand for future use to replace damaged posts or provide as needed for new posts.*



vi.

3) Consider cost and durability of recommended materials.

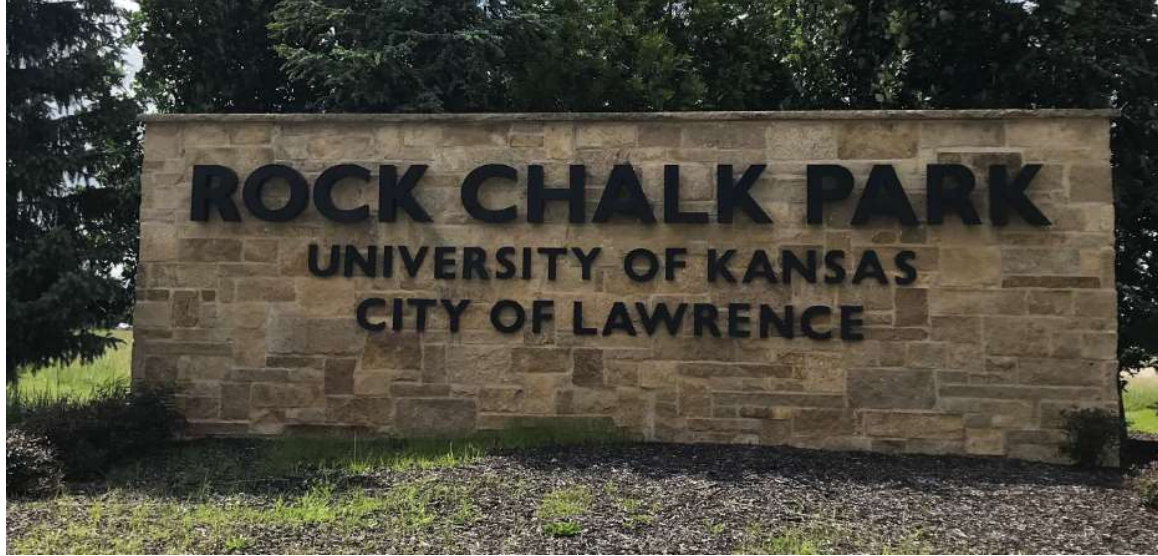
- i. The committee considered materials that match existing materials used in the past related to size and height. Galvanized materials were selected to prevent corrosion and need for future replacement.*
- 4) Identify a fabricator(s) that is capable and available to fabricate the signposts.
 - i. The committee has identified and requested bids/proposals from two fabricators:
 1. *TS Fence Co (Missouri fencing contractor) provided a quote for fabrication of the signposts in the amount of \$560 per post for a total of \$13,440. This quote will likely reduce slightly at the time of contracting because the quotes include the decorative scrolling on informational signposts which is not necessary. This information will be provided in an update to this memo once received. TS fence has also provided a quote for installation of the signposts.*
 2. *Siebel Fabrication (Fabricator in North Lawrence) will be providing a quote for fabrication. This information will be provided in an update to this memo once received.**
- 5) Identify a contractor(s) that is capable and available to install the signposts.
 - i. The committee reached out to local fencing contractors to obtain a quote for installation of the signposts. Due to the size, weight and height of the signposts being more like a streetlight than a fence post, the committee was unable to identify a fencing contractor to propose on installation of the signposts.*
 - ii. The committee did identify a larger fencing contractor, TS Fence Co out of Missouri that provided a quote for installation of the signposts including concrete footings for a total installation fee of \$5,150. Depending upon the cost of fabrication, the committee believes the BOD/HOA should consider utilizing TS Fence Co for both the fabrication and installation of the signposts. This will reduce the coordination required for taking delivery and storage of the signposts between fabrication and installation.*
- 6) Inventory and identify signposts to be replaced (develop location map).

- i. 10 intersection and 10 informational signposts were identified. A map will be developed and included in a future amended version of this committee report.*
- 7) Identify an appropriate budget for the installation of signposts.
 - i. The committee recommends that the BOD consider pursuing/approving TS fence for both fabrication and installation of the sign and intersection posts for a budget amount not to exceed (\$5150 + \$13,440) = \$18,590.*
- 8) Research City requirements/permits for installation of signposts.
 - i. The committee spoke with Caleb Pettengill, Traffic Supervisor, with the City of Lawrence. Caleb verified that the installation of signposts was acceptable. Signposts would be required to be placed a minimum of 1.5' behind the back of curb at all locations. The City of Lawrence will not incur cost for the installation or maintenance of the signposts but will provide signs for installation. Caleb requested that the HOA notify him when the work is scheduled. No permit is necessary.*

Entrance Signs:

- 1) Review and consider HOA member feedback during all committee activities.
 - a. Develop a summary of how HOA member comments were addressed/considered by the committee.
 - i. Seven members commented, six comments were in favor of Entrance Signage. Comments in favor included suggestions such as: ensuring signs at all three entrances are uniform, illuminating signs and keeping signs "modest and clear". One member mentioned that the property on the west side of the Eisenhower entrance to WWH is owned by someone else. One comment was in opposition.*
- 2) Arrive at a recommended design for Westwood Hills Entrance signs.
 - i. The sign committee considered multiple designs for signs and materials. The committee is recommending that the BOD consider a sign design representative of the picture included below. In general,*

the monument signs would include a concrete wall faced with a stone veneer and raised backlit lettering reading "Westwood Hills". Final design will be vetted during the proposal process with various sign companies.



ii.

3) Consider cost and durability of recommended materials.

i. The committee considered and discussed many aspects of materials and costs related to operation and maintenance of the monument signs and components.

1. Concrete and stone veneer was selected due to the durability and long-lasting characteristics of the material resulting in a low maintenance cost vs material such as wood. The backlit sign lettering was considered and viewed as a more aesthetically appealing option vs using flood lighting to illuminate the sign.

4) Identify a contractor(s) that is capable and available to construct the entrance signage.

i. The committee recommends that proposals be requested/obtained from multiple sign companies including Star Signs, Schurle Signs, Fast Signs and Luminous Neon Inc. The committee recommends that the BOD/HOA contract with a sign company as a general contractor for all aspects of the sign installation to reduce time associated with

general construction management and coordination between sub-contractors necessary for the sign construction. Aspects of the sign construction will include grading, concrete wall construction, stone veneer installation, electrical service, and installation of the sign lettering. The committee recommends that the City permitting for the sign installation be the responsibility of the sign company selected for construction/installation of the monument signs.

5) Identify an appropriate budget for the installation of entrance signs at 3 locations:

- a. Dole Dr. and Wakarusa Dr.
- b. Eisenhower Dr. and Wakarusa Dr.
- c. Eisenhower Dr. and Queens Rd.

i. Initial research conducted by the committee has identified a tentative budget per monument sign in the range of \$7,000 to \$12,000 per monument sign location for a total budget range of \$21,000 to \$36,000. Final pricing will be obtained through a competitive process when the BOD is ready to move forward with the project(s).

6) Research City requirements/permits for installation of entrance signs.

i. Initial research by the committee has identified the requirement to submit a permit to the City for installation/construction of the monument signs at each location. The committee recommends that the City permitting for the sign installation be the responsibility of the sign company selected for construction/installation of the monument signs.

Decorative Streetlights *(The committee will finish work related to Streetlights in the future):*

1) Review and consider HOA member feedback during all committee activities.

- a. Develop a summary of how HOA member comments were addressed/considered by the committee.

i. Thirteen members commented, nine comments were in full support of additional lighting. Multiple comments in favor mentioned safety and

parity between parts of the neighborhood. One comment was in support but concerned about light intensity and uniformity of such throughout the neighborhood. Since the time that comment was recorded, all existing street light bulbs have been replaced with lower intensity, uniform, LED bulbs. One member is in opposition to a light at the corner of Dole and Chesbro. One comment was in opposition (it might be notable, this resident lives in a part of the neighborhood where decorative lights and street signs are already in place). Two mentions were made in favor of repairing existing decorative streetlights.

- 2) Arrive at a recommended design (Pole style, lighting type and color).
 - a. Provide recommendation for standardization of light poles (lighting type/color) throughout the HOA.
 - b. Provide recommendations to address HOA member feedback (fixture glare shields, etc).
- 3) Consider cost, operational cost and durability of recommended materials.
- 4) Identify multiple light pole manufactures to receive bids from for new poles.
- 5) Identify a contractor(s) that is capable and available to install the light poles.
- 6) Review and arrive at a final location map for new poles.
- 7) Identify an appropriate budget for the installation of light poles.
 - a. Discuss timing of light pole installation (all at once or one at a time).
- 7) Research City requirements/permits for installation of light poles.
- 8) Provide overview and recommendation to HOA BOD of committee conclusions.