

**Woman's Club of Palo Alto**  
*Friendship, Self-Improvement, Community Service*

**Capital Projects, Fiscal Year 2017 -2018 for Member Review**

At the end of FY15-16 the Board appointed a Capital Projects Committee with the charge of identifying the structural and significant maintenance needs of the clubhouse; and to define a capital program to address these identified needs. The idea behind this assignment was that the club should proceed with using the money that we have been setting aside first to address the highest priority deferred maintenance issues. Then create a program to raise funding to meet the remaining needs over a longer timeframe.

Over the summer (2016) the Capital Projects Committee developed a Request for Proposals to seek a team of professionals to assess the clubhouse. Ten firms were approached and three responded with proposals in August. The Committee reviewed the proposals and evaluated them in September and recommended to the Board in October that they select the team lead by the firm of CAW Architects (Chris Wasney, historic architect). The other team members were Rich Cody (Cody Brock contractors known for working on historic structures) and Rennie & Peterson Structural Engineers (James Lentfer, Registered Professional Engineer). Together the team, with the assistance of additional specialists, went through the house top to bottom, including the crawl space, and produced a Structural Assessment report for the house (January 2017). The Structural Assessment report is attached here for the members to review. Based on this report the Capital Projects Committee, working with the membership and Board, will define a Phase 1 Capital Program based on the available funding and the following priorities: life and health safety (including seismic issues); ADA accessibility as required by law; and the most visible deferred architectural maintenance.