

# Property Committee Meeting

## June 8, 2020



# Agenda

June 8, 2020  
7:00 PM

Join Zoom Meeting

<https://girlscouts.zoom.us/j/95360758634>

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# Property Committee Charter

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## **Purpose and Authority**

The Property Committee has been established by the Board of Directors of Girl Scouts Heart of New Jersey (the “Board”) to assist the Board in discharging and performing the duties and responsibilities of the Board with respect to the property of Girl Scouts Heart of New Jersey (the “Corporation” or the “Council”). The Property Committee shall:

- Provide guidance to the Board for all policy decisions pertaining to property.
- In conjunction with the staff, assist in the development of short-term strategies and long-term plans to appropriately utilize the Council properties.
- Work with staff to recommend a capital budget to the finance committee.

The Property Committee has the right to exercise any and all power and authority of the Board with respect to matters within the scope of this Charge, subject to the ultimate power and authority of the Board. The Board shall continue to have the ultimate duty and responsibility to manage or direct the management of the business and affairs of the Corporation.

As a Committee of the Board of Directors, the Property Committee shall have no authority to bind the Corporation, but shall be advisory to the Board.

# Property Committee Charter

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## **Composition**

- 1) The Property Committee shall be appointed in accordance with the bylaws.
- 2) The Property Committee shall be composed of at least five, but not more than nine members with a mix of Board and non-Board members.
- 3) It is the responsibility of the chairperson to schedule all meetings of the Property Committee and provide the committee with a written agenda for all meetings.
- 4) The Board Chair/President and CEO are ex officio members of the Property Committee.

# Update on Sale of Montclair

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- The sale of the Montclair Service Center (120 Valley Road, Montclair) was successfully closed on 6/4/2020.
  - Insurance coverage on the building was terminated effective 6/5/2020
  - All utilities have been transferred to the new owners
  - Proceeds of sale were wired directly to the council's operating account on 6/5/2020

## Summary

Sale Price	\$1,900,000.00
Realty Transfer Tax	\$20,465.00
Final Water Reading Escrow	\$100.00
Sewer	\$958.81
Wire Fees	\$50.00
Closing Expenses	<u>\$21,573.81</u>
<b>Net Proceeds</b>	<b><u>\$1,878,426.19</u></b>

# GSHNJ Coronavirus Response

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- All council facilities will be remained closed to members, and majority of staff through Monday, July 6<sup>th</sup>. Exceptions include:
  - Product Program (periodic curbside pickups, operations for Cookie Relief Fund)
  - Finance (payroll and AP check printing)
  - Building operations (repair and maintenance)
- All in-person summer camp programs are canceled
  - Virtual camp offerings (“Camp in our Heart”)
  - Monitoring news/information/mandates from CDC, NJDoH, and county health agencies for opportunity to reintroduce outdoor program activities, “Family Camp”, rentals, et. Al.
- Upon reopening of Service Centers:
  - Staff will continue to split time between in-office and virtual office to promote social distancing
  - Removal of microwaves and coffee machines for foreseeable future
  - Retrofitting of space to include plastic “sneeze guards” for retail space
  - Each location will be cleaned three times weekly using the current protocol
  - Sanitizing stations have been installed in locations throughout the Service Centers, and additional cleaning, sanitizing, disinfecting supplies will be stocked
  - We will continue to reinforce CDC and local health agency recommendations with staff and members re: use of masks
  - Deep cleaning/disinfection will take place on an as-needed basis

# 2020 Capital Plan Update

Original view of capital deployment – \$175K

Item	Description	Location	Priority	Balance to		% Completed	Cost	Total
				Spent	spend			
<b>Camper/Staff Safety</b>								
1	pool resurfacing	DeWitt	H				\$ 38,110	\$ 89,110
2	repair floors Heronwood & Evergreen	Hoover	H				\$ 8,000	
3	replace stoves in dining hall	Hoover	H				\$ 20,000	
4	repair bathrooms in Wysomish, Talahi, Deer	The OVAL	H				\$ 8,000	
5	repair/regrade Wysomish exterior steps	The OVAL	H				\$ 5,000	
6	repair piping for North Branch sprinkler system	North Branch	H				\$ 10,000	
<b>GSHNJ Reputation</b>								
1	sound engineer/baffling	DeWitt	H				\$ 2,500	\$ 10,600
2	projection screen/wall	DeWitt	M				\$ -	
3	install new sign	DeWitt	H				\$ 800	
4	install new sign	The OVAL	H				\$ 800	
5	replace 17 white tents	DeWitt	M				\$ -	
6	additional parking lot for activity building	DeWitt	M				\$ -	
7	upgrade "men's" bathroom in dining hall	Hoover	H				\$ 1,500	
8	metal picnic tables	The OVAL	L				\$ 20,000	
9	upgrade bathroom and entrance in Cherokee	The OVAL	M				\$ 5,000	
<b>Asset Preservation</b>								
1	Floor cleaning machine	DeWitt	H				\$ 4,000	\$ 75,975
2	waterproof basement of DeWitt cabin	DeWitt	H				\$ 2,400	
3	replace walk-in fridge #2	Hoover	H				\$ 4,975	
4	repair/replace roof on caretaker house	Hoover	H				\$ 21,000	
5	replace backhoe	Hoover	M				\$ 14,000	
6	Parking pad	The OVAL	M				\$ -	
7	masonry work on stone grills	The OVAL	L				\$ -	
8	storage shed for Ranger tools	The OVAL	L				\$ 3,500	
9	replace windows & doors Heronwood & Evergreen	Hoover	H				\$ 86,000	
10	Boiler replacement	Westfield	H				\$ 24,000	
<b>Total</b>							\$ 279,585	\$ 175,685

Includes only one Hoover building window project

Hedge

# 2020 Capital Plan Update

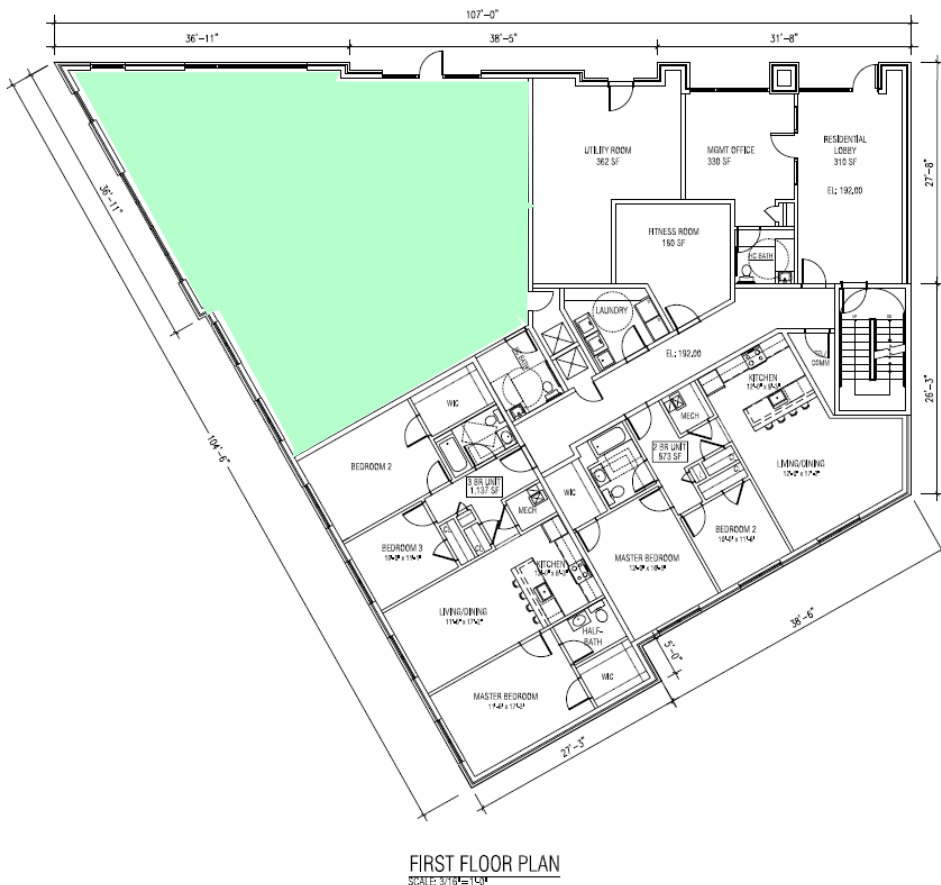
Revised view of capital deployment

Item	Description	Location	Priority	Revised Budget	Actual/Estimate	Variance
<b><u>Camper/Staff Safety</u></b>						
2	repair floors Heronwood & Evergreen	Hoover	H	\$ 8,000		\$ (8,000)
4	repair bathrooms in Wysohish, Talahi, Deer	The OVAL	H	\$ 8,000	\$ 4,937	\$ (3,063)
6	repair piping for North Branch sprinkler system	North Branch	H	\$ 10,000	\$ 1,500	\$ (8,500)
<b><u>GSHNJ Reputation</u></b>						
7	upgrade "men's" bathroom in dining hall	Hoover	H	\$ 1,500	\$ 2,025	\$ 525
9	upgrade bathroom and entrance in Cherokee	The OVAL	M	\$ 5,000	\$ 5,000	\$ -
<b><u>Asset Preservation</u></b>						
3	replace walk-in fridge #2	Hoover	H	\$ 4,975	\$ 4,975	\$ -
9	replace windows & doors Heronwood & Evergreen	Hoover	H	\$ 28,000	28,000	\$ -
<b>Total</b>				<b>\$ 65,475</b>	<b>\$ 46,437</b>	<b>\$ (19,038)</b>



# Newark Update

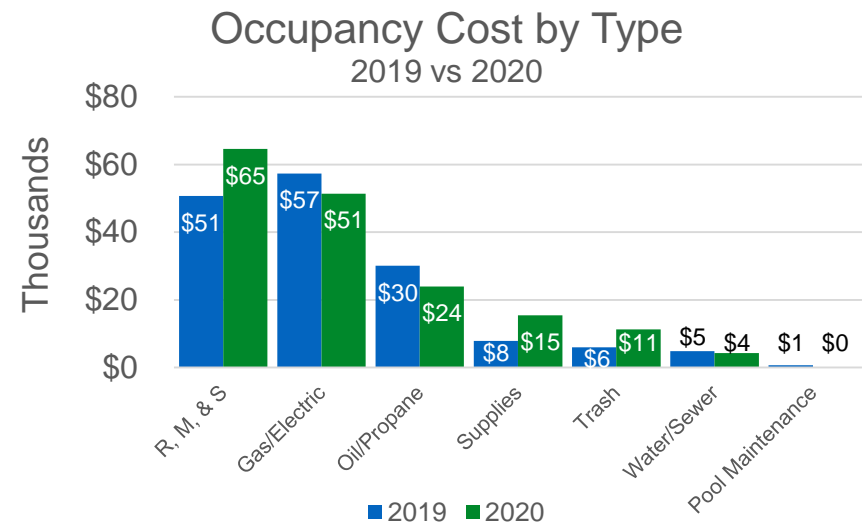
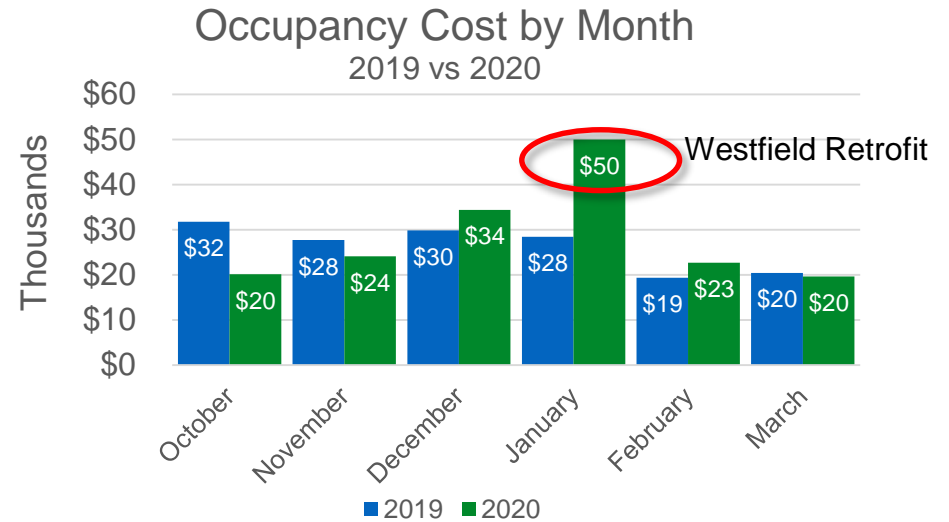
## 650 Springfield Avenue



- Met with builder on Friday 5/29:
  - Looking to break ground in next 90-120 days
  - Projecting completion of the project by Fall 2021
  - 1,900<sup>2</sup>' of space
  - Ten year triple net lease, with two five year options
  - Only one business in the space
- Costs:
  - Lease @ \$11 per square foot w/10% increase after 5 years (\$20,900 annually)
  - CAM, taxes, insurance @ est. \$1.50 per square foot per month (\$34,200 annually)
  - Incremental costs include utilities, internal maintenance
  - Build out

# Occupancy Cost Update

- YTD Occupancy costs stand at \$171K:
  - Up 8.5% from prior year (\$157K)
  - Cost variance to prior year is attributable to retrofit of Westfield Service Center to accommodate Montclair staff
  - Utility cost associated with ongoing operations (\$80K) are down 14.3% vs. prior year (\$93K)
- Retrofit includes:
  - Build out of two additional offices
  - Build out of conference room in Girl Experience area
  - Installation of new work integrated work spaces (materials donated)
  - New LAN/phone drop installed in Legacy Room (museum space) to enable use as a large meeting space



# New Business

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