**SUMMARY OF PROCESS TO SELECT AND APPROVE NEW FLOORING**

 **FOR THE HALL**

**May 2015**

The Board requested a team (led by resident Fairlie Ellis and Members Maureen Wilson and Inge vanGemeren) to conduct some preliminary research of types of flooring possible and their relative costs and make a recommendation to the Board. (**See Annex 1,** **Record of Decisions taken at Board Meetings re Flooring)**

A number of quotes were obtained from the Kemptville Building Centre for the following flooring options: wide-plank hardwood; hydro-cork; vinyl XXXX **(See Annex 2, Initial costing estimates.)**

The Team presented their choice to the Board on June XXXX. The recommendation was for hydrocork, a relatively new type of flooring that is rated as being durable, that provides some cushion for comfort and that is relatively green. This was the only option presented.

Several members of the Board expressed interest in real hard-wood as an option and further work was done in getting quotes for it as well as luxury vinyl.

A rating chart was prepared to help guide the Board on its choice. An attempt to present the results numerically was also done SEE Annex

Quotes were obtained from Westboro Flooring, the KBC and a local Contractor (Jonah Robinson)

These were:

NOTE: the quotes were not consistent either with respect to the area being covered or the precise work that was being done. A chart attempting to “match” these quotes was prepared and considered at the XX Board Meeting. **See Annex with rating scale and numeric rating.** Based on the discussion, the Board settled on luxury vinyl as the best option and it was decided to ask those providing quotes with giving a quote specifically for that product and using the same parameters, broken down by cost unit. Two quotes were received and reviewed at the XXX Board Meeting. SEE cost comparisons and Board Decision

Following the decision a Board member raised the possibility of using linoleum, a product that had not been considered up to that point. Several Members were intrigued by the option, in particular the fact that it was a green product and so Westboro was asked to provide a quote for it as well.

At the same time it was decided to test the second layer of tile on the Hall floor to determine whether it contained asbestos. This was done and the test showed that asbestos was present at unsafe levels. Westboro was asked to quote on it removal. Based on the quote received the Board determined to include the removal of the asbestos as part of the Project. (The alternative was to cover the existing flooring and push the issue off to the next time new flooring was needed.) See minutes of Board Meeting

Work on installation began in mid-August and was supposed to be finished within two weeks. The original expectation was that the flooring could be laid directly over the existing sub-floors. However, when the existing linoleum and tile were removed it was evident that a new sub-floor was required and so one was installed. Once the flooring was laid in the Hall, however, it was evident that there were serious issues and that a thicker sub-floor and more care in the installation was needed. Westboro agreed with the assessment and agreed to waive costs for the work already completed and to install a new floor over it, along with a ½ inch sub-floor. On the Annex side it was decided to lay a 3/8 inch sub-floor and to ensure that serious structural “valleys” in the floor be tapered so that they did not present peaks and were less obvious. The extra cost for the thicker sub-floor was quoted at XXXX See quote attached.

The flooring was finalised in mid-September and Westboro charged XXXx for the balance owing. Since the Board felt that certain quoted costs had not been performed we negotiated a credit against that charge and were given a credit of close to $2,250.

In all, therefore the cost of the flooring was XXXX

**Annex 1: Record of Decisions taken at Board Meetings re Flooring**

**Minutes of Board Meeting May 2015**

“*A small group – resident Fairlie Ellis; Chairperson Inge vanGenermen; Member Maureen Wilson – will be developing an overall design concept for renovating the Hall* “

**Minutes of Board Meeting of June 2016**

*“Proposed colour schemes for the Hall painting as well as proposal for a new floor were presented to the Board. There was a discussion on both and it was agreed that the potential colour schemes were to be run past an expert in historical design. Options on different looks for micro-cork flooring were to be considered.”*

**Minutes of the Meeting of May 2017**

*“There was a detailed discussion on flooring choices for the Hall. The pros and cons of the various choices being considered (vinyl; hydrocork, engineered hardwood and hardwood) were debated using as a guide a paper prepared by Member John Dwyer and resident Fairlie Ellis.*

*Cost was an important factor and, while this is notional, the Chairperson indicated that in the best of worlds she hoped that the job could be completed for about $20,000. A good portion of that is available through our existing Canada 150 grant; there is also the possibility that we might qualify for a Trillium Grant to cover at least some of the remainder.*

*After deliberation it was determined that vinyl was the best option primarily because of the cost advantage of the product, its durability, its low-maintenance requirements, its relatively good ‘faux-wood’ look and the desire on the part of some to have a uniform product installed throughout the Hall and Annex.*

*It was agreed that final quotes were to be obtained that were consistent as to the material to be used and the areas to be covered.*

*Member Andrea Cordonier indicated that she would look further into an option that had not been considered: linoleum.*

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*Member Andrea Cordonier indicated that she would look further into an option that had not been considered: linoleum.”*

Minutes of Extraordinary Board Meeting of June 2017

*“The Board met to come to a final decision on flooring. Samples were obtained from Westboro for both the luxury vinyl and marmoleum.*

*After extensive discussion of cost, appearance, durability and other pertinent factors, it was agreed that luxury vinyl would be installed.*

*After further discussion on the look of various samples it was agreed that we would install XXXXX*

*Member John Dwyer was to inform Westboro flooring of this decision and arrange installation dates.”*