Purpose:

The purpose of this policy is to delineate the process for renovations and improvements to the facilities at Capstone Village.

Policy Statement:

As a wholly owned university facility, renovations and improvements at Capstone Village must be compliant with all applicable federal and state building codes. In addition, the university has the responsibility to ensure that all work is completed in a timely manner without endangering the safety and security of the residents and employees of the facility. Another important component of this policy is to guarantee renovations and improvements meet the university’s approved standards for quality, consistency and appearance. Finally, the University is charged with following the rules of its Board of Trustees, and in particular, Board Rule 415. Thus, this policy provides the guidance needed to ensure that all applicable Board rules are followed.

Background:

Capstone Village began as a facility constructed and operated by a 501(c) 3 organization under a ground lease from the University. In 2010 the facility was purchased by the University from the 501(c) 3 organization (Capstone Village Inc.). Capstone Village is a residential retirement facility in which individuals purchase the use of an apartment or garden home. The purchaser has the full use of the residential unit until he/she decides to vacate the facility. Upon resale of the use of the apartment or garden home, the resident is eligible for a return of ninety percent of the original purchase amount. Due to the business practice of guaranteeing a return of the majority of the purchase amount, the facility and the residential units within the facility must be maintained at a level that is conducive to the resale of the residential units.

Policy:

This policy establishes an architectural review committee (ARC) composed of the following positions:

1. Mr. Charles Hilburn
2. University Planner
3. Asst. Vice President for Construction Administration
4. Asst. Vice President for Facilities and Grounds
5. Assoc. Director Furnishings and Design
6. Director of Risk Management
7. Assistant Vice President, Financial Affairs Business Activities
8. Two residents of Capstone Village selected by Mr. Hilburn through a nomination process among the residents.

The purpose of ARC is to develop guidelines for the renovation or improvement of all common areas of Capstone Village including the entrance foyer, hallways, reception areas, dining facilities and other spaces that are considered as public spaces at Capstone Village. ARC will also determine when renovations and improvements are to be done at Capstone Village to maintain the quality level of the public spaces while minimizing the disruption to residents. An additional responsibility for the committee through the Director of Risk Management will be to remain current on all changes in Federal and State regulations and codes that impact the physical configuration of Capstone Village. When new or revised regulations or codes are issued ARC will determine the structural changes required to remain in compliance. ARC through the Asst. Vice President for Construction Administration will manage the completion of the changes to keep the facility compliant with all applicable regulations and codes.

In addition, ARC will review all requested changes, renovations and improvements of the individual residential units. The University recognizes that the individual units are their home for the residents of Capstone Village and that each resident(s) will need to personalize their unit to provide for their comfort and aesthetic needs. However, the university has the responsibility to ensure that the changes to the individual units do not jeopardize the safety and security of all the residents of Capstone Village. In addition, to preserve the resale value of each unit and the marketability of Capstone Village in general this committee is tasked with ensuring that each requested change, renovation or improvement adds to the value of Capstone Village and the particular unit for which the request is made. Another important criterion is that each change, renovation or improvement must be in conformity with University standards for quality and consistency in appearance.

In addition to personal comfort, convenience and design preferences, it is anticipated there will be situations where the requesting party is seeking a change, renovation or improvement in order to accommodate a disabling physical condition. In considering requests of this nature, the ARC will apply the reasonable accommodation standard as defined by the Americans with Disabilities Act. An element of this consideration may include requiring the requesting party to provide documentation of the disability as determined by his or her treating physician or other medical professional familiar with the disabling condition.

ARC through the Asst. Vice President for Construction Administration is tasked with ensuring the approved changes, renovations and improvements to the individual residential units does not impact the quality of life of the other residents in Capstone Village. This will be accomplished through the timing and coordination of the work to ensure that it is completed in a timely manner utilizing university approved materials. Another duty will be to ensure the work schedule does not conflict with planned events that are scheduled at Capstone Village.

**Process**

Each requested change will be submitted to the Asst. Vice President for Construction Administration through a Capstone Village Project Initiation Request (CVPIR). This includes ALL construction or renovation work to be accomplished at the facility, even code compliance items. The Asst. Vice President for Construction Administration will provide the necessary staff to assist
and facilitate residents with preparation of CVPIRs as requested. Mr. Charles Hilburn will convene ARC which will determine the disposition of each CVPIR. The options available for ARC are:

- Approve the CVPIR as submitted
- Disapprove the CVPIR as submitted
- Approve the CVPIR with changes
- Disapprove the CVPIR with the reason(s) for the disapproval cited and suggest modifications required for the CVPIR to be approved

The goal is to approve a project that will benefit both the resident and Capstone Village. Decisions as to the disposition of CVPIRs will be made by a majority vote of the committee. A disapproved CVPIR may be resubmitted only after suggested modifications have been made to the project. The Asst. Vice President for Construction Administration is tasked with working with the submitter of a disapproved CVPIR to make the changes necessary for the project to be approved.

Once a CVPIR has received approval from ARC, the Asst. Vice President for Construction Administration will be responsible for the oversight and coordination of the project. If the project is to be funded from University funds, the project will follow the normal established University process.

For projects funded from private funds, the Asst. Vice President for Construction Administration will serve as the project manager for the renovation. This oversight requires the Asst. Vice President to provide the party funding the renovation a reasonable selection of construction professionals including architects, engineers and contractors that may perform work at Capstone Village and to ensure that the contractors are able to provide appropriate levels of insurance and work within facility guidelines. The Asst. Vice President will work with the selected professionals to design and execute the renovation to a level of quality and within a time line that is acceptable to the University. The Asst. Vice President is charged with the responsibility of ensuring renovations do not compromise the quality of the facility or unnecessarily disrupt the quiet enjoyment of the facility by the residents. The selected construction professionals will be responsible for providing the University the documents necessary to record the changes to the facility and the project’s compliance with all applicable federal, state and University requirements.

Attachments:

- [Capstone Village Project Initiation Request (CVPIR) form](#)
- [Contractor Permissive Use Agreement for Capstone Village form](#)