



COLLIN COUNTY  
ASSOCIATION of REALTORS®

COLLIN COUNTY ASSOCIATION OF REALTORS

# Education & Events Center

Providing the tools our members need to succeed

CCAR has seen tremendous growth over the past 10 years. We have added multiple satellite offices to accommodate our membership growth, and the natural next step is to increase capacity at our main headquarters location in Plano.

Part of our mission statement is to provide the resources and tools our members need to be successful. With that in mind, we plan to build an "Education and Events Center" to assist in reaching our mission. In 2020 we purchased the land directly behind our current Plano office so that we could do just that. We currently own the land as well as our current building in Plano without any mortgage liens. Our next step is to build the additional building.

# *OBJECTIVE*

Design & Build a  
12,000 sf shell and  
finished office space  
on our existing +/- 3.2  
acres behind our  
existing Plano  
headquarters location





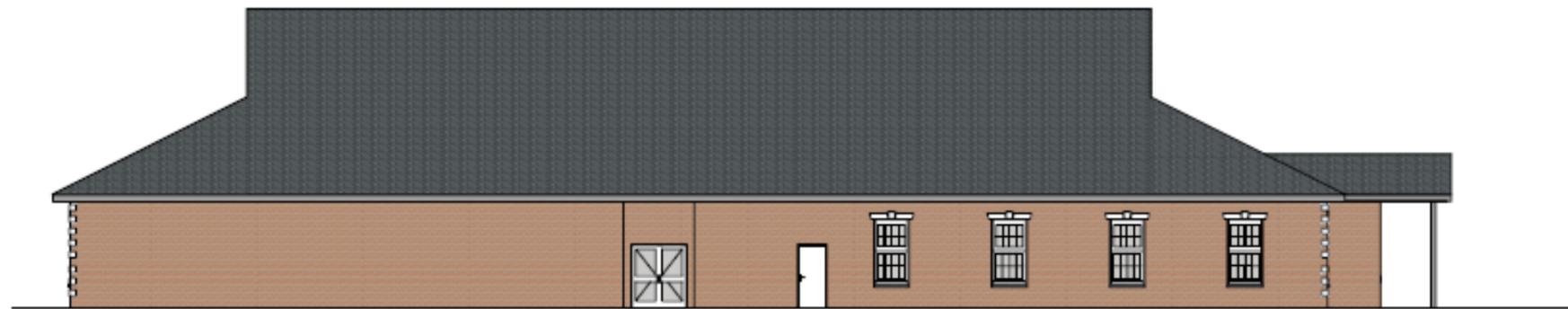
**1 EAST ELEVATION**  
SCALE: 1/8"=1'-0"



**2 SOUTH ELEVATION**  
SCALE: 1/8"=1'-0"



**3 NORTH ELEVATION**  
SCALE: 1/8"=1'-0"



**4 WEST ELEVATION**  
SCALE: 1/8"=1'-0"

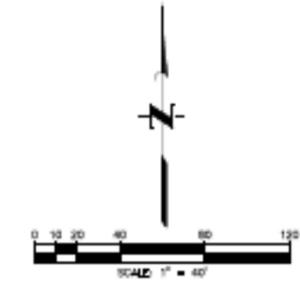
PRINT DATE: 11/15/2014

**OFFICE BUILDING**  
Collin County Association of Realtors  
6821 Coit RD  
Plano TX 75024

JOB NO. A-400  
DATE Type Date 02

SHEET NO.  
**A-401**  
Pg. of 105

City of Plano  
Planning &  
Zoning has  
already  
approved our  
plan to build a  
single-story  
12,000 sf  
building with  
an elevation  
similar to the  
surrounding  
office  
buildings.



**PD-420-D-1 Neighborhood Office**  
 ZC 2009-020/2020-4-5 Location: West side of Colt Rd., 680+ feet south of Legacy Dr.  
 ZC 87-42/87-9-17 Acreage: 7.9±

**Restrictions:**

1. One story height limit.
2. A maximum of 70,800 square feet of development.
3. Veterinary clinics are permitted.
4. Assembly hall is permitted as an accessory use to a professional/general administrative office use, and must not exceed 4,000 square feet.
5. A screening wall per Section 20.106.1 of the Zoning Ordinance is not required adjacent to a religious facility use.
6. The screening wall along the western edge of the planned development district may consist of alternating sections of 6-foot solid masonry wall, and 6-foot wrought iron fence combined with an irrigated living screen. Evergreen shrubs used for a landscape screen shall be placed so as to create at least a 6-foot tall solid screen within 2 years of their installation. All landscaping shall be irrigated with an automatic sprinkler system and maintained in a healthy and growing condition.
7. Uses in Tract 2 are limited to a maximum of 70 parking spaces and one accessory building with a maximum of 1,200 square feet of floor area.

<p><b>EXISTING ZONING:</b> PD-420-D-1 (NEIGHBORHOOD OFFICE)</p> <p><b>PROPOSED USE:</b> GENERAL OFFICE</p> <p><b>BUILDING AREA:</b> 2,000 SF</p> <p><b>BUILDING HEIGHT:</b> 85 FT MAX</p> <p><b>LOT AREA:</b> 634,718.18 SF</p>
<p><b>PARKING SUMMARY</b></p> <p><b>PARKING REQUIRED:</b>          2,000 SF GENERAL OFFICE (1 SPACE PER 100 SF) = 40 SPACES REQUIRED  <b>TOTAL PARKING SPACES REQUIRED = 40</b></p> <p><b>PARKING PROVIDED:</b>          136 - (8'x20') STANDARD SPACES          6 - ACCESSIBLE SPACES  <b>TOTAL PARKING PROVIDED = 142</b></p> <p><b>ACCESSIBLE SPACE REQUIREMENTS:</b>          6 - ACCESSIBLE SPACES</p>

**COLLIN COUNTY ASSOCIATION OF REALTORS  
 CONCEPTUAL LAYOUT**

This conceptual layout illustrates how the building might be positioned, additional parking spaces, and the green space toward the South of the property



## **NEW BUILDING**

The Education & Event Center will be built directly behind our current Plano headquarters

## **GREEN SPACE**

Preserving some of the outdoor green space for our members to enjoy while at our new facility



# Hiring McRightSmith

**VETTED BY THE CCAR BUILDING COMMITTEE  
APPROVED BY THE CCAR BOARD OF DIRECTORS  
AND THE BUDGET & FINANCE COMMITTEE**

Our building committee worked very diligently to select a qualified contractor to help us design and build this new facility.

- The CCAR Building Committee requested proposals from multiple contractors and architects.
- Each proposal was reviewed.
- Multiple companies were interviewed.
- Budgets were considered, as well as quality of construction.
- A site visit was conducted.
- Financial abilities were reviewed with our banker.
- Recommendations were made to the Board of Directors.



**McRightSmith®**

# Hiring McRightSmith

Their attention to detail, willingness to work within our budget, ability to build on our time frame, and their proximity to our location were all factors in the unanimous decision. They have also been instrumental in our overall budgeting process, which includes things outside of their scope of work (such as adding furniture and electronics equipment). Overall, the building committee is confident that McRight-Smith is the best company for the job and we are ready to move forward with the next phase as soon as we have full approval from our Members.

For more information about McRight Smith visit <https://www.mcrightsmith.com/>

# Hiring McRightSmith

## McRight-Smith would serve in the role of Construction Manager

DESIGN MANAGEMENT  
REVIEW OF REGULATIONS  
CONSTRUCTION COST ANALYSIS  
CONSTRUCTION DOCUMENTS  
BID PROCESS MANAGEMENT  
VENDOR SELECTION INPUT  
CONSTRUCTION OVERSIGHT  
BUILDING COMMISSIONING  
WARRANTY MANAGEMENT

**This scenario reflects a \$4 million construction project.  
It limits the loan amount to \$3,500,000.**

---

Construction Hard Costs	\$3,750,000
Closing & Soft Costs	\$250,000
<b>TOTAL</b>	<b>\$4,000,000</b>

Funding at closing would include:

Equity in land (that we already own)  
\$500,000 down payment from CCAR

Debt service is based on a 25 year loan amortization  
Monthly Payment is \$18,474



5000 Legacy Drive, Suite 460  
 Plano, Texas 75024  
 www.mcrightsmith.com

Submitted by: Chris Montasser  
 Direct: 469.229.7018  
 Email: cmontasser@mcrightsmith.com

## Budget Summary

<b>Project Name:</b> CCAR	<b>Total SF:</b> 12,000
<b>Project Budget:</b> \$3,328,050	<b>Cost Per SF:</b> \$277.34
<b>Project Duration:</b> 8 Months	<b>Site Acreage:</b> 3.70

### Construction Budget Summary

0000 Design Costs		189,750
1000 General Conditions		171,500
2000 Site Work		737,550
3000 Concrete		182,000
4000 Masonry		128,500
5000 Metals		32,000
6000 Wood & Plastics		410,625
7000 Thermal & Moisture Protection		108,375
8000 Doors & Windows		83,500
9000 Finishes		306,000
10000 Specialties		5,500
11000 Appliances		0
12000 Furnishings		0
13000 Special Construction		0
14000 Conveying Systems		0
15000 Mechanical		357,750
16000 Electrical		252,000
General & Excess Liability	0.55%	15,000
Builder's Risk Policy	0.15%	4,000
Contractor O&P	7.00%	194,000
Project Contingency	5.00%	150,000
P&P Bonds	0.00%	0 (excluded)

**Construction Budget Total: \$ 3,328,050**

Bid from McRight-Smith	\$3,328,050
Other Items (below)	\$421,950
Closing costs	\$250,000

**TOTAL: \$4,000,000**  
 Plus Furniture Fixtures Equipment \$336,185

### Other items

Master keying	\$3,000
Accountant analysis	\$5,000
Low Voltage/Data Lines	\$25,000
Testing/Inspection/Permits:	\$50,000
A/V Wiring:	\$105,815
Fence:	\$189,735
Irrigation System:	\$43,400

### FF&E:

Indoor Furniture/Equipment:	\$168,000
Outdoor Furniture/Equipment:	\$27,250
AV Equipment:	\$114,185
Monument/Flagpole:	\$26,750

# CAPITAL CAMPAIGN

---

Once approved by the membership, we will begin the design phase of the project. Once design is complete, we will begin a Capital Campaign to allow our members to participate financially in the project.



During the design phase, the building committee will work with the architects to provide an actual rendering for us such as the one pictured here. The plans will be finalized and the project can begin.



# Thank you to our members and staff who have been instrumental in this project

## 2021 BUILDING COMMITTEE

Melissa Hailey, 2021 Chair

Nick Kline, 2021 Vice Chair

Shana Acquisto

Bill Cox

Kyle Paris

JC Posey

Mal Smith

Special thank you to the many other members who have selflessly given to this committee over many years

## 2020 Building Committee

Mal Smith, Chair

Melissa Hailey, Vice Chair

Shana Acquisto

Bob Baker

Marissa Benat

Amoret Cain

Bill Cox

David Alan Cox

Marvin Jolly

Nick Kline

Ron Leach

David Long

J.C. Posey

Doug Reece

## 2019 Building Committee

Marvin Jolly, Chair

Mal Smith, Vice Chair

Bob Baker

Marissa Benat

Amoret Cain

Bill Cox

David Alan Cox

Melissa Hailey

Korey Koop

Ron Leach

David Long

J.C. Posey

# Thank you to our members and staff who have been instrumental in this project

## 2021 BUDGET & FINANCE COMMITTEE

Shana Acquisto, Chair  
Marissa Benat  
Ron Leach  
Janet Crisco  
Tanya Endicott  
Bahman Davani  
Hedy LeBlanc  
LaNell Morold  
Mike Mansfield  
Jamuna Thill

### 2020 B&F Committee

Marissa Benat, Chair  
Shana Acquisto  
David Alan Cox  
Ron Leach  
David Long  
Bahman Davani  
Hedy LeBlanc  
LaNell Morold  
Audrey Reed  
Sylvia Seabolt  
Mike Mansfield

### 2019 B&F Committee

Ron Leach, Chair  
Shana Acquisto  
Marissa Benat  
David Alan Cox  
Melissa Hailey  
David Long  
Mike Mansfield  
LaNell Morold  
Audrey Reed  
Sylvia Seabolt  
Blair Taylor

# Thank you to our members and staff who have been instrumental in this project

## 2021 BOARD OF DIRECTORS

**Ron Leach, 2021 CCAR President**

**Marissa Benat, 2021 CCAR President Elect**

**Shana Acquisto, 2021 CCAR Secretary Treasurer**

**David Long, 2021 CCAR Immediate Past President**

### Designated REALTOR Directors

Terri Macaluso  
Betty Misko  
J.R. Russell  
Janice Moore  
Kevin Jones

### 3-Year Directors

Georgina Hennen  
Blair Taylor  
Lee Warren  
Kyle Paris

### 3-Year Directors

Mike Mansfield  
Audrey Reed  
Sylvia Seabolt  
Jamuna Thill

Affiliate Appointee: Tom Tracy

Parliamentarian: Melissa Hailey

# Thank you to our members and staff who have been instrumental in this project

## 2020 BOARD OF DIRECTORS

**David Long, President**  
**Ron Leach, President Elect**  
**Marissa Benat, Secretary Treasurer**  
**David Alan Cox, Immediate Past President**

Hector Pimentel	Peg McBrayer
Susan Sine	Jonathan Stroud
Betty Misko	Blair Taylor
Janice Moore	Mike Mansfield
Kevin Jones	Audrey Reed
Shana Acquisto	Sylvia Seabolt
Christy Black	Jamuna Thill
Bahman Davani	Crystal Parkinson
Brandon Eichten	Melissa Hailey

## 2019 BOARD OF DIRECTORS

**David Alan Cox, President**  
**David Long, President Elect**  
**Ron Leach, Secretary Treasurer**  
**Melissa Hailey, Immediate Past President**

Ivy Boland	Jonathan Stroud
Grace Braswell	Blair Taylor
J.R. Russell	Bob Baker
Ronda Roberts Thurlkill	Bill Cox
Bill Jordan	John DiGiovanni
Shana Acquisto	Bill Jahnke
Christy Black	Brenda Rogers
Bahman Davani	Audrey Reed
Brandon Eichten	Jamuna Thill
Peg McBrayer	

## Appointees:

Alexandra Swann  
Mal Smith  
Jennifer Parker  
Kelly Milligan  
Marissa Benat  
Charly Clark  
Diane Hausler  
Patty Moreno  
J.C. Posey  
Brenda Rogers  
Pam Matlock  
Mary Nelson

## Other Directors:

Mike Brodie  
Marvin Jolly  
Leslie Rouda Smith

# Thank you to our members and staff who have been instrumental in this project

## CCAR STAFF

Mary Leidy,  
Chief Executive Officer

Jonna Fernandez,  
Chief Operations Officer

Adam Majorie,  
Chief Advocacy Officer

Association Support  
Deb Garen  
Dan Hunt

### Accounting

Meghan Bitner

### Communications

Garrett Holton  
Kendall Crawford  
Cory Madden  
Bri Westbury

### Events

Christa Fulton, Events Director  
Sarah Hamlin

### Professional Development

Jessica Barker, Prof. Dev. Director  
Breanna Friels  
Whitney Perkins

### Member Services

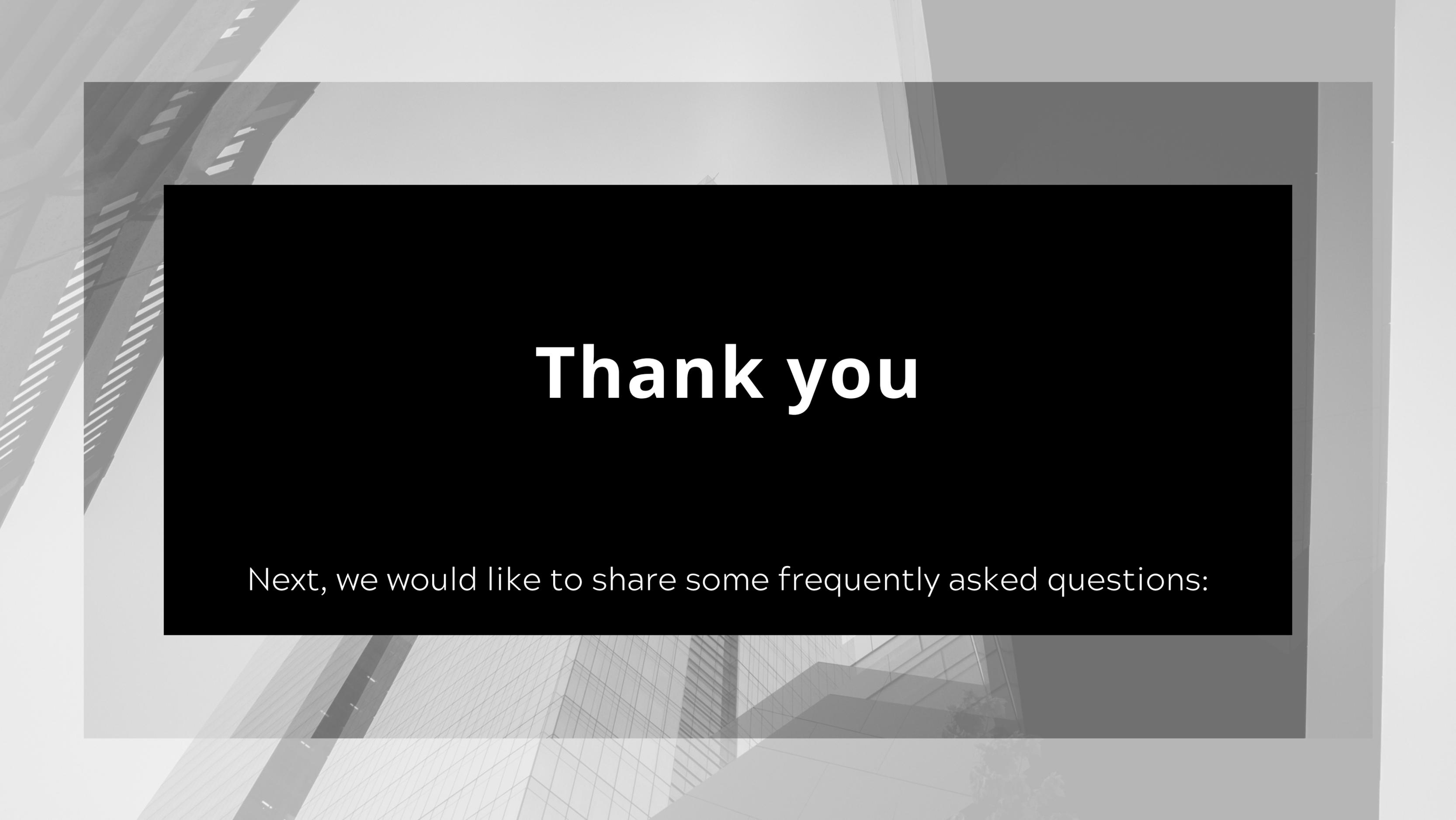
Pam Tidwell, Member Services Director  
Michelle Coller  
Jan Flynn  
Linda Lake  
Lorrie Lokey  
Katelyn Lowry  
Jason Petrie  
Sandie Williams

### MLS

Terry Smith, MLS Director  
Brian Guild  
Alex Happy  
Suzanne Keith

### Systems Administration

Shan Afzal, IT Director



# Thank you

Next, we would like to share some frequently asked questions:

# FAQ's

The following is provided to help answer some commonly asked questions

Q: Why do we need a new building?

A: We moved into our current building in 1996. Since that time, our membership has grown to 10,200 members. In order to provide outstanding service to our members (you), we need additional facilities for education classes, meetings, events, and staff.

Q: What are you going to do with the current building?

A: We will continue to use this for staff offices, as well as meeting/classroom space, and continue to have the REALTOR store. We will continue to process new members there as well.

Q: Will my dues increase because of this purchase?

A: No. We already own the land and our current building outright (no mortgage). We are very financially sound. Additionally, we have not had an increase in our local dues for more than 20 years.

Q: When is the building expected to be complete:

A: Fall/Winter 2022

# FAQ's

Q: What is the size of the current building?

A: 8,200 Square Feet

Q: I heard there was talk about moving further North, why did we stay in Plano?

A: Over the years, the building committee members attempted to locate and purchase land and/or an existing building further North. We were never able to financially move forward.

Q: Why did it take 10 years to get this far into the process?

A: Our volunteer leaders hold their fiduciary duty at the highest level. They have been very budget conscious over the years and have always kept the members (and their dues) in mind. We did not want to overcommit to a purchase of this magnitude.

Q: When the design is finished will members get to see the drawings?

A: Yes. Once the architectural rendering is complete, it will be shown to our members and likely highlighted during a capital campaign.

# FAQ's

Q: Why aren't we building more North?

A: Our member's work and home addresses continue to be centralized in the Plano and Southeast area of Collin County. We utilize our satellite locations to reach our membership in less concentrated areas. In the future, we will continue to add additional satellite locations as needed.

Q: Why do we need a building for in-person classes now that people are used to Zoom classes?

A: Our survey results to our membership concluded that our members want to meet in person. The majority of our members have zoom fatigue and feel that an in-person learning environment is more in line with the services they expect from the membership dues

Q: Where is this money coming from/will this increase our dues?

A: We will obtain mortgage financing to pay for the new building. The money that will be used for the down payment is from CCAR's reserves coupled with our ownership interest in the land..

# FAQ's

Q: What is our financial situation?

A: CCAR has never been financially healthier. The Budget and Finance Committee has calculated that CCAR's budget can absorb a mortgage that includes build costs to completion of approximately \$19,000 per month. Further, the Board of Directors, as recommended by the budget and finance committee, has put \$1,000,000 for operations in reserves.

Q: Why are we building a commercial property when commercial is suspect at this time?

A: The new events and education building will serve the needs of our members today and in the future. The association regularly hosts events and education opportunities that have hundreds of members attend. The building is needed to maintain the level of service the association offers and to meet the needs of our ever-growing membership.