TRANSMITTAL INFORMATION

Applying Club's Responsibility

I. Complete a transmittal application available from Activity Office or on the Venture Out website at www.ventureoutrvresort.com and return it to the Activity Director.

II. Provide detailed information including drawings that clearly define your ideas.

III. Note: Use your liaison for support and guidance. They can get you the answers.

IV. Costs are critical as we plan budgets. Therefore, we need the best information you can gather.

Important Dates (Timelines)

I. The transmittal must be in the Activity Director's possession by January 15th for budgetary consideration of the upcoming budget year.

II. The Condominium Board will take final action on transmittals requiring budgetary approval no later than February 15th for the upcoming year.

III. Should a club have needs not meeting these timelines, please contact your liaison.

Transmittal Form

The Condominium Board of Directors hereby establishes the following procedures with regard to proposals for the construction of, or modifications to, the Association's common facilities. Proposals will be prepared using the attached document entitled:

> "Proposal Questionnaire for Construction of or Changes/Additions to Common Facilities at Venture Out at Mesa, Inc."

This document is available from the Activity Office/ Activity Director, or online on the Venture Out website at www.ventureoutrvresort.com.

In order for a proposal to be considered for the next fiscal year, it must be received in the Administrative Office by January 15th. The complete process must receive final approval of the Condominium Board by February 15th. Note: This action could be extended by the Condominium Board within budgetary development timelines or for emergency/safety concerns.

Application Proposal Sequence:

I. Completed transmittal forms with applicable signatures are to be submitted to the Activity Director meeting the January 15th deadline.

II. Transmittal Sub-Committee membership will consist of:

Social Board – one person
Condominium Board – one person
Planning Committee – one person
Activity Director
General Manager

Representatives from Social Board, Condo Board and Planning Committee are appointed annually at the end of the season. The Transmittal Sub-Committee meets at various times throughout the season to review submitted transmittals.

III. The Transmittal Sub-Committee will review the proposal guided by the following considerations:

A. Suitability in the Venture Out recreational context
B. Possible conflicts with other activities
C. Possible side benefits
D. Disadvantages and possible liabilities
E. Implementation issues including time, cost, and labor
F. Safety concerns
G. Consideration of best strategy to address the request

IV. If the proposal has merit, the Sub-Committee will determine the routing steps:

A	B	C
Planning Committee Social Board Condominium Board General Manager	Social Board Condominium Board General Manager	General Manager and/or Activity Director

Planning Committee

The Planning Committee will evaluate the proposal in terms of its safety and liability obligations, required permits, suitability and effects on current and long range plans. If the proposal meets their criteria, they will move it on to the selected Board or Committee. If this request is in conflict with future planning, permit requirements or safety concerns, a letter of specific concerns will be written and attached to the proposal, and the Transmittal will be returned to the club/group/individual originating.

Social Board

The proposal will be placed on the agenda of the next Social Board meeting for their approval and/or further recommendations for implementation.

The Social Board will discuss the proposal following a presentation by the club/group/individual with input by the Club Liaison and the Social Board member of the Transmittal Sub-Committee. The Social Board will place a statement on the cover letter, or attach a letter, and then send the proposal to the Condominium Board. If the request is denied or is in need of clarification, this should be included in the statement with clear and specific reasons. The club's liaison is responsible to communicate the findings to the club. The Social Board shall identify funding source when the request falls within their responsibility.

Condominium Board

The Condominium Board shall place this proposal on the next available board meeting (not later than February 15th) in time to meet budgetary constraints. The Condominium Board will approve or deny the proposal with detailed explanation. When approved, the Condominium Board will direct the General Manager to implement the decision.

General Manager/Activity Director

When proposal is complete, the General Manager/Activity Director will inform the Transmittal Sub-Committee Chair, who will inform the club Liaison/group/individual, Social Board President, and will update the Data Sheet. The Liaison will inform the club president.