

“Transmittal Process”

Transmittal forms can be obtained from the Activity Office or downloaded directly off the website, www.ventureoutvresort.com from the Condo Board page, or the Activity page under “Information Center.” Transmittals in general are prepared by club officers and submitted to the Activity Office. From there the transmittals are sent to a Transmittal Sub Committee which reviews the information and directs the transmittal either down “Route A” the standard path for approval, involving the Planning Committee and, the Social and Condo Boards. Or “Route B” which is generally a fast track for smaller items. This may be directed to one or all of the Social Board, the Condo Board or the General Manager for fast implementation

An example of “Route A” is the request for new sport courts, building or a change to an infrastructure. An example of “Route B” is moving an internet line or a request for some additional shelving in a club facility. This new system was put into place this year, so that smaller items did not get lost in the lengthy approval process.

The clubs are no longer asked to develop specifications or obtain bids. They are asked to submit a general proposal. Specifications are then developed through the Planning Committee with the assistance of staff and consultation with the Club. Planning then sends the transmittals on to the Social Board, with the specifications and estimated costs. The Social Board then deliberates on the transmittal and if approved passes it to the Condo Board for approval. Funding for any project is jointly determined by Condo and Social Boards if the transmittal receives approval (in principal) by the Condo Board; it is then moved into the budget process, which always takes place during the first week of March. During the budget process, the Condo Board determines if the project will go forward the next fiscal year (July 1st). A project is never formally approved until the budget is approved, usually at the end of March.

This process is labor intensive and involves many people. Therefore, we ask clubs considering major projects; submit those transmittals for the development of specifications and bids during the summer months. Thus allowing the boards ample time to review the project when they re-convene in the fall. Attempting to submit a large project on the January 15th deadline, may not allow adequate time to complete the process.

TRANSMITTAL INFORMATION

Applying Club's Responsibility:

1. Complete a Transmittal Application available online, print it and submit the application to the Activity Director.
2. Provide detailed information including drawings that clearly define your ideas.
3. **Note:** Use your liaison for support and guidance. They can get you answers.
4. Costs are critical as we plan budgets. Therefore, we need the best information you can gather.

Important Dates (Timelines)

1. The transmittal must be in the Activity Director's possession by January 15 for budgetary consideration in the upcoming budget year.
2. The Condominium Board will take final action on transmittals requiring budgetary approval no later than February 15 for the upcoming year.
3. 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 in 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 also available from the Activity Office/Activity Director.

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

1. Application Proposal sequence:

- a. Completed transmittal forms with applicable signatures are to be submitted to the Activity Director by the January 15 deadline.
- b. Date for the Sub-Committee will be set at the time the Board meetings are scheduled for the coming year. Committee membership will consist of:
 - i. Social Board – one person
 - ii. Condominium Board – one person
 - iii. Planning Committee – one person
 - iv. Activity Director
 - v. General Manager
- c. This meeting will be scheduled to review all transmittals submitted by January 15. (It will be scheduled on January 15 or as close as possible.)
- d. The Sub-Committee will review the proposal guided by the following considerations:
 - i. Suitability in the Venture Out recreational context
 - ii. Possible conflicts with other activities
 - iii. Possible side benefits
 - iv. Disadvantages and possible liabilities
 - v. Implementation issues including time, cost and labor
 - vi. Safety concerns
 - vii. Consideration of best strategy to address the request

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

Route A

Planning Committee

Social Board

Condominium Board

General Manager

Route B

Social Board

Condominium Board

General Manager

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 appropriate Board or Committee. If this request is in conflict with future planning, permit requirements, safety concerns, a letter of specific concerns will be written and attached to the proposal. A copy will be delivered to the Activity Director and General Manager.

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 liaison of the submitting club(s) with input from 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 15) in time to meet budgetary constraints. The club liaison and club representative should be present along with other transmittal sub-committee members to respond to questions and issues. The Condominium Board will approve or deny the proposal with detailed explanations. The Condominium Board will then direct the General Manager to implement the decision.

General Manager

The General Manager will inform the club president and liaison, Social Board president and Activity Director of the final decision.

PROPOSAL FOR COMMON AREA FACILITIES TRANSMITTAL FORM

(To be attached to the Proposal Questionnaire)

Date _____ Club/Other _____

Liaison _____ Transmittal Topic _____

Activity Director Received Date _____

Transmittal Sub-Committee Date _____

See attached for more information: _____

Planning Committee Date _____

Social Board Date _____

Condominium Board Date _____

See attached for more information: _____

Describe Financial Responsibility _____

General Manager _____ Date _____

PROPOSAL QUESTIONNAIRE
FOR CONSTRUCTION OF/OR ADDITIONS TO COMMON FACILITIES AT
VENTURE OUT AT MESA, INC.
(IF ANY ITEM IS NOT APPLICABLE, SO INDICATE)

A. SUMMARY OF PROPOSAL.

I. Give a brief summary of the proposal and a statement of need:

II. Name of person(s) or club(s) making this proposal.

III. Name/ V.O. street/address/phone of at least two proponents contacts.

B. LOCATION:

I. Preferred:

a. Describe briefly the area to be used.

b. Supply simple (not formal architectural) scale plan or drawing on a separate page and mark it "Appendix A".

II. Alternative:

a. Describe briefly any alternative location(s) and explain the pros and cons.

b. Supply plans or drawings as in B (Ib) if significantly different from preferred location and mark it "Appendix A 1".

C. USERS:

I. Estimated number of users: "V.O. Owners _____
Renters _____ Other _____

II. Explain briefly how user estimates are calculated.

III. Describe times of day, week, season when facility will not be available for use.

D. POSSIBLE CONFLICTS AND LIABILITIES:

I. List any known possible conflicts with existing or future V.O. activities or projects and your suggestions, if any, for resolution.

E. SIDE BENEFITS:

I. Describe any secondary benefits to V.O. (i.e. beautification, use by other clubs, etc.). Do not list un-provable benefits such as increased lot values.

F. COMPONENTS AND COST: List capital cost of all components on separate page(s) and Mark it "Appendix B".

- Use current dollars (no inflation allowance)
- Give reasonable detail.
- Estimates should be reasonably founded, but formal bids are not required at this juncture and should not be sought.
- Where quantities of the same item are involved, indicate number of items and individual item cost.
- Include taxes and all outside (paid) labor costs.
- If volunteer labor is proposed, describe exactly what it will do.

G. TIMING/PHASING

I. If the proposal needs to be phased over two or more years for financial reasons, describe suggested priorities and reasons

II. If any significant construction needs to be done during the season (approximately October 15 – April 15), describe what portion and why.

H. NO INDEPENDENT CLUB FINANCING WILL BE ALLOWED.

a. **All** funds must be appropriated by and through either the Social board and/or the Condominium Board.

I. OTHER COMMENTS, IF ANY:

It is understood and agreed that all common elements are owned by all 1,749 lot owners. Any additions or changes to the common elements must be approved by the Condominium Board.

FINAL APPROVAL IS CONTINGENT UPON CONDO BOARD APPROVAL OF THE ANNUAL BUDGET.

SIGNATURE

PROPONENT REPRESENTATIVE

DATE SUBMITTED TO THE ACTIVITY DIRECTOR