# Shore Acres Estates Home Owners Association Community Improvement Project Proposal

| Date:                                   | Member Name:   |                                      | Phone:                               |
|---|--|--------------------------------------|--------------------------------------|
|   |  |                                      |                                      |
| Additional Propo                        | sal Team Members & Contact Informatio  | n:                                   |                                      |
|   | o you want to do? Please describe your contour to ensure a full understanding of the sco |                                      | re to provide any background or      |
| Why? Please de proposal address         | escribe why your proposed project is nec<br>es?  | essary. What are the community p     | problems/drivers/needs that your     |
|   | be specifically impacted by your project A, local groups, and environmental cons         | •                                    | members, neighbors that do not       |
| <b>How?</b> How do y your projected til | ou plan to accomplish this project from sme frame.                                       | start to finish? Please include deta | ailed steps, any labor required, and |
| •                                       | ovide a detailed cost assessment for your use of home owners' funds.                     | r proposal. Please provide 2-3 con   | npetitive bids to ensure we identify |
| •                                       | erations? Are there any federal, state, ty project? If so, which ones?                   | county, or HOA laws or regulatior    | ns to consider in the implementation |
| Alternative A full funding be un        | <b>pproaches?</b> What other remediation navailable?                                     | actions have already, or can be ta   | aken to address this issue, should   |

Please submit your proposal to the Shore Acres Estates Board of Directors, or by email to: <a href="mailto:shoreacresestates@gmail.com">shoreacresestates@gmail.com</a>
Thank you for your creative ideas, energy, and time to keep our community beautiful, clean, safe, and enjoyable for all!

### **Project Idea**

- Member has idea
- Offers idea at Membership Meeting or to SAE Board Member

# Project Proposal Form

- Provide Member with Proposal Form to scope out Project
- It is very important to answer each section of the Proposal Form as completely as possible

# Project Proposal Team

 Member convenes small Proposal Team with at least 1 SAE Board Member as a liaison

# Complete Project Proposal Form

- What?
- Whv?
- Who?
- How?
- Cost? (2-3 Bids)
- Legal
   Considerations
- Alternative Approaches
- Supporting Documentation, Reports, References, etc.

### Submit Proposal to SAE Board

### •Board Review Time: 2-3 weeks

- Keep timeframe in mind if you'd like to have money voted/ allotted at a Membership Meeting
- If Proposal is under \$250, only requires Board vote/approval (Per Bylaws)
- •If Proposal is over \$250, requires Membership Meeting vote

#### In the case of Membership Meeting Vote

- Proposal Form must be fully completed & reviewed by Board
- Proposal Team presents Proposal to Membership
- Membership may ask questions
- •Membership Vote Conducted

#### Implementation, Denial, or Re-Scope Proposal

- Implementation:
   Establish timeline,
   engage vendors,
   execute, pay
- Denial: Not all projects may be approved by the Membership or Board
- Re-Scope Proposal: Feedback may be provided on how to develop a stronger proposal

## Communicate Results to Membership

- •Communicate
  results to
  Membership
  leveraging
  appropriate
  communications
  channels to include:
- •Membership Meetings
- Newsletters
- Facebook
- Email
- •Word-of-Mouth
- Proposal available upon request to Members