

# Pointe Services Association

## Project Approval Request Policy

Policy: Adopted for use of this effective date, November 21, 2024, the Board of Directors requires a Request for Project Approval application included in this policy as Exhibit A to be submitted when the community members or non-profit organizations that are not a part of the Executive Committee and Board efforts desire to carry out projects for any maintenance, capital improvement, other improvements that are requested on the land or buildings owned by Pointe Services Association. This includes and not limited to, the area surrounding the Golf Clubhouse and Restaurant, garden beds, and vacant land.

The intent of the Policy is to ensure 1) projects are proper; 2) funding for projects is clear and attainable; 3) name the party that will provide for any future costs and any upkeep for requested projects, outside the Executive Committee and Board projects.

## EXHIBIT A

### Pointe Services Association

#### Request for Project Approval

Name of Organization: \_\_\_\_\_ Type of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Submittal: \_\_\_\_\_

**Statement of the Project** (the why, the need you see, how do you see this benefitting the community)

**Scope of Work/Project:** Please provide the area of the property, an overall scope of work, details as much as possible, timing of the project in length, season, steps in completing (Attached documents as needed)

**Cost of Project:** Provide overall costs along with the specifics of any ancillary costs to do project.  
(Attach a budget)

**How is the project being funded?** Expand on this critical component

**Are there future costs for the project or area of the property once completed?** Expand on this critical component

**How will future costs be funded? Is PSA/LLC/Community being asked to cover costs through an increase in HOA dues?**

**Will there be maintenance or upkeep expected either through PSA Budget or Volunteers?**

Other Information to consider:

Executive Summary

Board Approval/Disapproved with Date:

Budget Impact:

Executive Liaison Assigned: