

## THE COMMONS AT CORDATA COA

### PARTNER PROJECTS

updated 1/12/2023

#### Do you have a great idea for the Commons?

Residents at the Commons are invited to partner with the board of directors to develop projects that help administer, beautify, and connect neighbors in the Commons at Cordata community.

Projects may be suggested and implemented by the board or homeowners. Homeowners can enlist participants from the Commons community to accomplish the project or work on the project individually.

#### PROJECT REQUIREMENTS

- All proposed projects must be submitted to the board with a completed project planner.
- The project planner must detail the project, participants, tasks, material and labor costs, timeline and any additional diagrams, sketches or design needed to clearly state details.
- The board must **approve the project and expenses before a project** may start and sign off on the project before reimbursements will be approved.
- Any project reimbursement must be accompanied by a reimbursement form with receipts from licensed vendors and stores.
- Companies and vendors participating in the project must be licensed, bonded, and insured.

#### PROJECT SUGGESTIONS

Projects such as the annual summer party, neighborhood happy hour, community clean-up, landscaping projects, website and newsletter, safety issues, or anything a residents thinks would add value to our community.

**THE COMMONS AT CORDATA CONDOMINIUM OWNERS' ASSOCIATION**

**PROJECT PLANNER (Please Print)**

**Proposed Project** \_\_\_\_\_

**Project Team Lead** \_\_\_\_\_

**Contact Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Team Members** \_\_\_\_\_

\_\_\_\_\_

**Description of Project** \_\_\_\_\_

\_\_\_\_\_

**Description of Tasks Needed to Complete the Project** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Budget**

**Proposed Materials List and Costs (itemize)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed Labor Costs (all contractors and companies must be licensed, bonded and insured)**

\_\_\_\_\_

\_\_\_\_\_

**TOTAL PROJECTED BUDGET - Use Reimbursement Form (with labor & materials receipts) for any expenses.**

**\$** \_\_\_\_\_

**Projected Start Date** \_\_\_\_\_ **Projected Completion Date** \_\_\_\_\_

**Submission Date** \_\_\_\_\_ **Send to: commonscoa@gmail.com**

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**Project Start Approved by COA Board** \_\_\_\_\_ **Date** \_\_\_\_\_

**Completion Verification** \_\_\_\_\_ **Date** \_\_\_\_\_

*Place any sketches/diagrams or designs that describes the project more fully on back or attach*

# The Commons at Cordata COA

## ANTICIPATED EXPENSE REIMBURSEMENT FORM

PLEASE PRINT

DATE: \_\_\_\_\_

SUBMIT TO: **COA Board of Directors**

[commonscoa@gmail.com](mailto:commonscoa@gmail.com) or

Place in COA community mailbox located at the community board

FROM: Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

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

### ANTICIPATED COST FOR MATERIALS - SAVE ALL RECEIPTS

Description	Date	Merchant	Expense
<b>TOTAL</b>			

### ANTICIPATED LABOR COST (licensed, bonded and insured) - SAVE ALL INVOICES

Description	Date	Contractor/Company	Expense
<b>TOTAL</b>			

<b>TOTAL ANTICIPATED LABOR COST</b>	
<b>TOTAL ANTICIPATED LABOR COST</b>	
<b>TOTAL ANTICIPATED COST OF THE PROJECT</b>	

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**BOARD APPROVAL SIGNATURE**

**DATE**