

Resolution 2017-01

Project Approval

The Lake Limerick Country Club (LLCC) Board of Directors desires a structured process for considering, approving and monitoring significant projects to maintain, repair and/or improve LLCC assets. The process described herein will provide the Board with the information it needs to program and approve projects consistent with Board policy and direction and the Board's fiduciary responsibility to LLCC members. This process will improve accountability for developing and managing projects, and strengthen the Board's ability to monitor projects to completion. This process does not replace budgeting and procurement procedures to be followed by standing volunteer committees and staff once projects are approved.

The process outlined below is applicable to employees, managers, committees, volunteers and Board members.

All projects, capital investments, community improvements, and major maintenance items costing over \$1,000 initially, and thereafter a dollar amount to be annually set by the Board in its adopted budget, must be submitted to Board for formal approval. This includes projects sponsored by the Board, by the staff, by LLCC standing Committees, and by LLCC members in good standing.

Projects submitted for Board approval must include a two to three page summary that provides the following information:

1. The person or Committee proposing the project.
2. The project's description/scope including:
 - a. Narrative description of the project;
 - b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects;
 - c. Such drawings and sketches as necessary to understand the project;
 - d. The approximate cost for the project, and the basis and assumptions for that cost estimate;
 - e. A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources;
 - f. An approximate schedule, including any time constraints regarding project activities or completion date.

3. The budget status of the project (e.g. Has a Committee, and/or the Board, already included the project in the current year's budget? Is it in a longer range capital improvement plan? Is it a new idea coming in outside the normal budget cycle?);
4. Any additional considerations the Board may need to consider, including any foreseeable project risks or liabilities;
5. The proposed project manager;
6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation.

The project summary should be submitted so that the Board has at least two weeks review time before the meeting at which approval is being requested. Projects to be included in the next fiscal year's budget must be submitted NLT July 1 of the current year.

All projects involving outside contractors should indicate the procurement method proposed for obtaining services or materials consistent with LLCC procurement policy. The proposed project schedule should include sufficient time for the appropriate bid process (preparing requests for proposals or bids, advertising and response time, bid review and evaluation time, negotiation and award).

For projects below the threshold established by the Board, the senior staff manager or Board President should require similar information, although he or she may request it less formally. All approved projects should clearly benefit the Lake Limerick community and be of sufficient priority vis a vis other needs to justify expending LLCC resources.