

Resolution 2025-01 DRAFT

Project Budget Approval Process

Supersedes Resolution 2017-01

The Lake Limerick Country Club (LLCC) Homeowners Association (HOA) Board of Directors (Board) desires a structured process for budgeting 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 HOA members. This process will improve accountability for developing and managing projects, and strengthen the Board's ability to monitor projects to completion. All projects, capital investments, community improvements, and major maintenance items costing over \$10,000 initially, and thereafter a dollar amount which may be adjusted by the Board in its adopted budget, must be submitted to the Board for formal funding approval. This includes projects sponsored by the Board, by the staff, by LLCC volunteer Committees, and by LLCC members in good standing.

Projects must be submitted for Board approval using the Project Approval Request (PAR) included in this resolution and providing all the information requested therein. The format and contents of the PAR may be modified by the Board to meet future needs without requiring a change to this resolution.

All PARs must be developed in consultation with HOA staff since they are responsible for advising the Board on budgetary matters and carrying out projects approved in the Budget. The General Manager, and assigned staff, will work with project sponsors in developing PARs, and will be responsible for giving a staff recommendation concerning all PARs to the Board. PARs should be submitted into the annual HOA budget development cycle to allow timely Board consideration. If, during budget development, the Board is required to adjust project funding levels to balance total planned expenditures with budget projections, it will coordinate any budget adjustments with PAR sponsors and appropriate LLCC committee(s) to assess impacts on project plans.

Projects submitted out-of-cycle should be timed so that the Board has at least two weeks review time before the meeting at which approval is being requested. Projects which are not initiated when planned will not automatically carry over to the next Fiscal Year. If a project is not started in the Fiscal Year for which it was approved, a PAR for the project must be resubmitted for funding approval in a subsequent year. If a project is not completed in the fiscal year for which it was approved, its funding will carry over to the next fiscal year to allow

project completion. If at project initiation the expected cost of a previously approved project appears to be more than 20% over the cost estimated in the PAR, an amended PAR must be prepared for BOD approval.

The General Manager will update the Board on the status of all approved projects at the regular monthly Board meetings.

All projects which require a PAR should include a proposed project task and expenditure schedule. All projects which propose using outside contractors should indicate the procurement method proposed for obtaining services or materials consistent with LLCC procurement policy and practices. The proposed project schedule should include sufficient time for the appropriate bid process (e.g. preparing requests for proposals or bids, advertising, and response time, bid review and evaluation time, negotiation, and contract award).

All projects for which PARs are prepared must clearly benefit the Lake Limerick community and be of sufficient priority vis a vis other needs to justify expending LLCC resources.

Standard Budget Development Timeline

The annual budget process will include as a minimum the following activities and milestones with appropriate staff support:

1. Staff and Committees develop prioritized proposals for the following year's budget (January-April)
2. Staff and Committees prepare Project Approval Requests for all proposals expected to cost \$10,000 or more for consideration in budget preparation (April-May).
3. BOD considers and adopts (as amended) a set of Budget Assumptions developed by staff addressing factors effecting projected revenues and changes in operating costs (May).
4. BOD conducts a series of budget hearings focused on each of the major activity areas in conjunction with the relevant governance and advisory committees, takes preliminary input from members, provides general guidance to staff, and develops a draft list of approved PARs (June-July).
 - a. Food and Beverage and Events – Inn Committee;
 - b. Golf—Greens Committee;
 - c. Facilities—Lake, Dams and Parks, Greenbelt Committee;
 - d. Lakes, Dams and Parks—Lake, Dam and Parks Committee;
 - e. Water-Water Committee
 - f. Administration.
5. BOD considers draft operations and special/capital projects budget prepared by staff; takes input from staff, committees, and members; and proposes changes (July).

6. BOD considers final draft budget, takes member comment, and adopts the annual operations and special/capital projects budget for the next Fiscal Year. (August).
7. Adopted Budget and ratification ballots are sent to the HOA members (August).
8. Semi-Annual membership Meeting and announcement of results of budget ratification vote (September).

Date Approved:

Secretary,
Lake Limerick Country Club HOA Board of Directors

President,
Lake Limerick Country Club HOA Board of Directors

Lake Limerick Country Club HOA

PROJECT APPROVAL REQUEST

FY _____

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. Alternatives Considered;
 - d. Such drawings and sketches as necessary to understand the project;
 - e. The approximate cost for the project, and the basis and assumptions for that cost estimate;
 - f. An approximate project task and expenditure schedule, including any time or seasonal constraints regarding project activities or completion date.
 - g. 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; All projects involving outside contractors should indicate the procurement method proposed for obtaining services or materials consistent with LLCC competitive 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).
3. The budget status of the project (e.g. the Board already included the project in a previous 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;

PAR Submitted by:

(Submitters Name)

(Committee, Staff, BOD)

Date

Committee Reviewed:

(Committee Chair Name)

Concur ☐

Date

Staff Reviewed:

(Staff Member Name)

Concur ☐

Date

GM Reviewed:

(General Manager Name)

Concur ☐

Date