

RECREATION CENTERS OF SUN CITY WEST, INC.

POLICY STATEMENT – Fa1

Association Facility or Grounds Projects

1.0 Purpose:

This policy establishes the process by which requests for major repair, renovation, or new construction of Association facilities or grounds are implemented. It incorporates and replaces Policy Fa7, entitled Major Maintenance, Repair, Replacement or Capital Improvements of Association Facilities.

2.0 Policy:

- 2.1 Requests for major repairs, renovations, or new construction of facilities or grounds shall be submitted in written form (see FR-1) to the General Manager. This form incorporates the information included on Requests which may originate from:
- Management
 - Governing Board
 - Standing Committees
 - Chartered Clubs
 - Member of Association
- 2.2 Form FR-1, takes into consideration the information contained in Form CR-12 (Request for Repair to Existing Facilities), and Form CR-13 (Request for Interior Remodeling of Existing Club Quarters) which are utilized under Chartered Club Rules, Regulations and Procedures Chapter 4.
- 2.3 Upon receipt of the proper documentation, the General Manager will initiate evaluation of the requested project through his Project Planning Process. This process begins with the community need being identified, analysis of project by staff, estimating cost of project, review by Properties and Budget & Finance Committees, and initial authorization by the Governing Board to approve funds to retain an architect.
- 2.4 Upon completion of these stages, the Board will have comprehensive information to decide whether or not to go forward with the project and approve the maintenance expense or capital funds expenditure in the appropriate budget year. Any funds offered by a Chartered Club toward completion of a project shall be taken into consideration by management when evaluating the request. In developing his analysis of the project, the General Manager will apply the capital expenditure requirements as set out in Policy Statement Fi1, Fi8, Fi10 and Fi17.
- 2.5 Any project given final approval by the Governing Board shall be included in the Association's Five-Year Plan and a permanent reference archive on all stages of the project retained in the General Manager's office.

This policy supersedes and rescinds policy Fa7 "Major Maintenance, Repair, Replacement or Capital Improvements of Association Facilities" (March 26, 1996).

Adopted: 3-18-93

Approved: 2-24-94, 1-26-95, 3-23-06