

Project Proposal Process

Step	Description	Comment
1	Fill out Proof of Concept form	Filled out by sponsor. A sponsor must be an owner of a Town Shores condo.
2	Prepare supporting materials	Prepare detailed materials to present at Officer/Property Manager meeting
3	Schedule Proof of Concept Review at upcoming Officers/Property Manager meeting	Sponsor will contact Masters Association Secretary to schedule meeting & provide completed Project form and Proof of Concept presentation
4	Present Proof of Concept presentation at designated Officers/Property Manager meeting	Sponsor will present detailed project plans and answer questions
5	Proof of Concept vote by Officers and Property Manager	NO - project tabled YES - Sponsor will be notified when the project will be scheduled for review at upcoming Masters Association Board meeting
6	Sponsor will refine presentation with flushed out costs, detailed planning, etc.	Gather detailed information and bid proposals. Send update materials to Masters Association Secretary for inclusion with Masters Association Board meeting packet.
7	Sponsor will present detailed project to Masters Association Board for vote.	Sponsor will summarize project and answer questions
8	Project vote	NO - project tabled YES - Project Manager will execute project

Proof of Concept/Project Planning Form

Project Name		Date:
Sponsor Name <small>(owners only)</small>	Sponsor eMail	Sponsor Phone
Building:	Unit #	Address:

Project Description:	Justification:
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Cost estimates should include all initial project costs, additional maintenance costs, and potential increased utility costs. This should include project materials, construction materials, painting, resurfacing, labor, etc.

Est. Cost:	Est. Maintenance Cost:	Est Utility cost:
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Impact Analysis

# of People benefitting:	# of People impacted:	Permit required?
Safety Concerns:	Storage Requirements:	Setup Requirements per usage:
Environmental Impact <small>(Sound, Watershed, Visual)</small>	Funding Sources:	Project duration and timing:

Project Information

Bid 1:	Bid 2:	Bid 3:
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Office Only

Proof of Concept Vote - Approved or Denied	Date:
Project Review Vote - Approved or Denied	Date: