



Roadhaven Resort
of Apache Junction
Policies and Procedures

Club Facility Expansion Procedure

PURPOSE

This procedure will ensure orderly development of future club projects in Roadhaven Resort

- This process clearly defines the roles and responsibilities of all involved with facility planning and development within Roadhaven Resort.

The Rec Council will coordinate all requests for club expansions or major alterations. The Rec Council will then get the Facility Improvements Committee to assist the club in preparing details of the project to present to the general manager and board of directors to see if the project is acceptable, doable and be good for Roadhaven resort. If accepted, the Facility Improvements Committee will work with the board management and the club to help with obtaining engineering, architectural drawings and permits. help them with communicating said project to association members.

POLICY AND PROCEDURES

The Board of Directors
General manager
Rec council
Facility Improvements Committee
Clubs

The onus will be on the club members with support from the Rec Council and Facility Improvements Committee to ensure that any expansion or alteration is developed to a point where it can be presented to the Board and General Manager.

Roadhaven Resort homeowners will be informed of future expansion plans by a presentation from the club, assisted by Management, Board, and the Facility Improvements Committee at an Open Board Meeting that is specific to club expansions or major alterations.

FORMS

The following documents will be required to be followed and completed by the club or appropriate committee.

All Forms located in HOA Portal- Documents

- **Governing Documents-** Policies and Procedures
- **Club Forms-** Exhibits: H, I, J, K, O, O-1, O-2

Forms

- Adhere to the Following Governing Documents: Policies and Procedures
- Club Purchases and Contractual Commitments Procedure
- Rec Council Forms:
 - H. Exhibit H- Renovation/Change of Roadhaven Club Facilities
 - I. Exhibit I- Club Request for Renovation/Changes of Club Facilities
 - K. Exhibit Club Request for Project Funds
 - O. Exhibit Five-Year Club Financial Projections
 - O1- Exhibit Project Details
 - II. Exhibit O-2- Instruction for Completion Forms

Exhibit 1.B

Step 1. **THE CLUB MEETS WITH REC COUNCIL.**

Explaining need of facility improvement

Step 2. Rec Council informs the Facility Improvements Committee to assist the club in getting all required documents, forms and plans ready for presentation to the board and management for approval. If denied approval no further action is needed.

Step 3. If approved to move the project forward the club is assisted by the Facility Improvements Committee and management to work on all required documents, drawings etc. to get ready to present to the association members for their approval of the project.

(SEE REFERENCE POLICIES AND PROCEDURES FINANCING OF CLUB FACILITIES FOR COST ALLOCATIONS)

Step 4. If project needs to be approved by association members; The club would request to present at a town hall or an open meeting. The club would be assisted by the Facility Improvements Committee, Board, and Management to sell this project to the association members for their approval.

Approvals:

Cindy Weingart
Board Secretary

Date: _____

Sherri Stewart
Board President

Date: _____