



Roadhaven Resort

of Apache Junction

Policies and Procedures

Club Facility Expansion Procedure **(Procedures for expansion operations from November through March)**

PURPOSE

This procedure will ensure structured 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. The General Manager and Board of Directors will determine if the project is practical, feasible, and beneficial for all Roadhaven Resort. If accepted the Facility Improvements Committee will work with the Board, Management, Finance Committee, and the club to help with obtaining engineering, architectural drawings and permits. The Facility Improvements Committee is dedicated to help clubs with communicating these projects to association members.

POLICIES AND PROCEDURES

Responsible Parties:

- Board of Directors
- General Manager
- Rec Council
- Finance Committee
- Facilities Improvements Committee
- Club

The responsibility falls on the Club Members, with support from the Rec Council, Facilities Improvements Committee, and Finance Committee, to develop any expansion or alteration to a stage where it can be presented to the Board, General Manager and association members.

Roadhaven Resort Homeowners association members will be advised of proposed future expansion, or alteration plans by a presentation from the club, with support from management, the Board and the Facilities Improvements Committee at an Open Board Meeting or Town Hall.

FORMS

The following will be required to be utilized and completed by the club and/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
 - I. Financing of Club Facilities Policy
 - II. Club Facility Expansion Procedure
 - III. Club Facility Expansion Process Flow Chart
- Rec Council Forms:
 - H - Renovation/Changes of Roadhaven Club Facilities
 - I - Club Request for Renovation/Changes of Club Facilities
 - K - Club Request for Renovation/Changes of Club Facilities or Purchases
 - O - Five-Year Club Financial Projections
 - O/1 - Project Details
 - O/2 - Instruction for Completion Form O & O/1

Club Expansion Step-By-Step Procedures

1. All forms are to be completed by the club including supporting data, drawings, estimated cost, and membership numbers.
2. The club presents to the Rec Council and the General Manager or designee. The Rec Council then analyses the proposed request. The Rec Council has 14 days to determine that all the appropriate documents have been completed and submitted, if all documents are received correctly then the club's proposal would be advanced to the next step in the process. The Rec Council will provide the pros and cons from the analysis to the Facilities Improvements Committee and Finance Committee chair, if advanced.

3. The Facilities Improvements Committee will review the proposed project plans and estimated costs, providing recommendations to the club as needed. The Finance Committee will also evaluate the proposed project and its costs, offering guidance on potential funding options. If either committee requires clarification, they will request further details from the club.

Cost calculations are expected to be completed within 14 days or as soon as possible, and the club will be notified accordingly. Once the analysis is complete, both committees will submit their findings to the General Manager and Board of Directors.

4. The General Manager and Board of Directors analyses all the compiled data and passes on an analysis to the Board of Directors for review. The completion time limit is 14 days.
5. At this time, Management and Board will determine if the proposed project advances towards approval, disapproval, or a membership vote.
6. If the proposed project is deemed viable, the Board of Directors will discuss at the next scheduled working session meeting and possibly approve, disapprove, or recommend a membership vote and the club's proposed project would move forward in the process.
7. If not deemed as viable by the Board, the board liaison assigned to the Facilities Improvements Committee will notify the club.
8. If approved, or recommended for membership vote the Facilities Improvements Committee or their board liaison will speak at the open board meeting following the above working session to share the proposed project with the community members. Club details of the proposed project will be posted at the back of the Rec Hall under the audio-visual booth for association members to review.
9. The Facilities Improvements Committee and management will assist the club in preparing drawings, estimates, bids, etc. to present at a Town Hall Meeting.
10. If the project cost estimate is not reasonable to the budgeted amount for the proposed project or the proposed project drastically alters the dynamic of Roadhaven Resort, it would be re-evaluated by the club, Finance Committee and Facilities Improvements Committee for further consideration.
11. Once the drawings and cost estimates are finalized from the club and are reasonable the Board of Directors may vote at an Open Board Meeting. If a membership vote is deemed necessary, then the vote would be included on the election ballot.

Approvals:

Cindy Weingart
Board Secretary

Date: _____

Sherri Stewart
Board President

Date: _____