

Project reviewed and is appropriate for the Project Proposal Form A-2. GM: _____

Project name		Reference number (Office)	
Project Sponsor		Date requested	
Requestor		Date reviewed by PC	

Describe the proposed project in detail. Attach, if appropriate, accurate plans, drawings, and, if indicated, photographs of the proposed location and complete information and brochures on any equipment to be purchased. **Note: The planning committee will assist with any part of this form. Please request assistance through the general manager.**

Summarize and then list in detail all associated costs including, but not limited to equipment, materials, supplies, labor, insurance, maintenance agreements and any additional costs that might be incurred by the Association as a result of the effects of the project (i.e. additional staff including salaries and benefits).

Cost summary:

Detail:	Initial cost:	Recurring Cost (first year only):	Total:
		Total project costs	\$

Project rationale. State the benefit the project will provide for the Association and its members. If the project is designed to save the Association money, or increase revenue, the savings should be stated in dollars in the cost breakdown and cost/benefit sections below. If the project is designed to increase efficiency, state the benefit in units of time in the project efficiency section below. If the project is designed to enhance the enjoyment of Association facilities by the members, include a report of any efforts to gather members' opinions on the project and include a follow-up plan to use empirical evidence to demonstrate members' increased satisfaction (surveys, interviews, usage, etc.).

Benefit summary:

Project cost-benefit analysis in dollars (if applicable):

Total costs from Cost Breakdown Section:	\$
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Determine the dollar value of the benefit (i.e. cost reduction, revenue increase, cost avoidance):	\$
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Total benefit (in dollars):	\$
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Cost benefit ratio: Total cost (\$)/total benefit (\$)	
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Project benefit in efficiency in units of employee time saved (if applicable):

If the benefit is to increase member satisfaction, attach surveys or other evidence that members have been contacted for their opinion. How will increased satisfaction by the membership be measured in the future?

Describe efforts to contact members:

Which Association goal does the project address? (See attached page of goals.)

Describe any alternative plans considered and state why they were rejected.

State the expected timeline for the project and the expected date of completion.

Who will be responsible for implementation of the project?	
State the expected timeline for the project and the expected date of completion.	
Does the project align with PMCPOA's mission and core values?	Yes/No
Which goal does this address? (1-4)	Goal:
Is evidence presented that those affected have been contacted?	Yes/No
Were any alternative plans provided?	Yes/No
Have all costs been factored and addressed?	Yes/No
Was the benefit calculation realistic and soundly based?	Yes/No
If benefit is to increase member satisfaction, was evidence presented that members were contacted for their opinion?	Yes/No
Planning Committee Decision:	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with modifications <input type="checkbox"/> Rejected <input type="checkbox"/> Deferred	
Justification:	
Additional Comments	

See next page for PMCPOA Mission Statement and Goals

PMCPOA Mission Statement

The Pine Mountain Club Property Owners Association will provide high quality services to its members and continually improve its organizational operations and capital assets while maintaining fiscal responsibility. It will protect the intimacy and mutual respect of the community's small-village atmosphere and practice sound stewardship in conserving the surrounding natural environmental resources.

PMCPOA Goals

1. PMCPOA will use objective data to evaluate the quality of the services it provides to the members. It will rely on this evaluation to continually improve the services it plans and provides.
2. PMCPOA will use objective data to evaluate its organizational operations and the state of its capital assets. It will rely on these evaluations to continually improve the organizational operations, effectively manage the capital assets of the Association, and allocate resources to provide quality services that meet the needs of the members.
3. PMCPOA will use objective data to evaluate the satisfaction of the members with the small-village atmosphere in the community. It will use this evaluation to provide leadership that maintains and protects this value.
4. PMCPOA will use objective data to evaluate its effort to practice sound stewardship in conserving the natural environmental resources that lie within the Association and the forest that surrounds it. It will use this evaluation to improve all aspects of the Association's interaction with the environment.