

**White Mountain Vacation Village RSA**  
**COMMITTEE PROJECT PROPOSAL**

Projects must be approved by the Advisory Committee prior to submitting form.  
Completed form and communication concerning project will run through Advisory  
Committee chairperson, who will act as the liaison for the board and committee.

Project Name:	Date Project Approved by Committee:
Project Leader:	Phone/Email:
Estimated Start Date:	Estimated Completion Date:

**1. Project Summary**

**2. Project Objective**

**3. Steps to Completion**

**4. Time Frame Estimate/Schedule**

**5. Parties Responsible for Implementation**

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**6. Description of Project Budget Estimate**

Does the budget include a line item and funds that might be used for the project? Yes  No   
If Yes, which line item? \_\_\_\_\_

Total estimated budget amount for project: \_\_\_\_\_

Breakdown:

**7. Resources Needed**

**8. Expected Benefits of Project to Community**

**9. Other than Advisory Committee approval, what community support and/or feedback has been gathered in support of project?**

*Upon board approval, committee is responsible for all aspects of project management. Any changes to overall budget cost and/or project scope reported on this form must be approved by the board in advance of work. Vendors will be required to complete a Vendor Packet prior to commencing work and processing invoices for payment. Invoices and receipts for reimbursement are to be submitted with a copy of approved Committee Project Proposal to HOAMCO manager.*

**Board Response:** Approved as written

Approved with additional instruction  \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

More Information Needed  (explain) \_\_\_\_\_ Date: \_\_\_\_\_

Not Approved  (reason) \_\_\_\_\_ Date: \_\_\_\_\_