

Transmittal Application

Activity Office Only

Transmittal #: _____

Date Received: _____

This is a request only. Submission does not guarantee approval.

Date: _____ Topic of Transmittal: _____

Club Name: _____ Lot Owner Name: _____

Name of Person Submitting: _____ Email Address: _____

Phone Number: _____

Please read the instructions before completing this form.

1. Give a brief summary of the proposed project: _____

2. Give rationale or statement of need for the project: _____

3. Identify the area or location to be used (Attach a simple drawing or photo): _____

4. Identify project base items needed. Planning Committee is available for assistance:

a. Foundation: _____

b. Materials: _____

c. Electrical: _____

d. Water: _____

e. Miscellaneous: _____

5. Describe any volunteer labor, if applicable: _____

6. Will a Permit be needed? Yes No Unsure

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7. Will routine maintenance be needed? If yes explain including how often: _____

8. Funding Request: All funding **must be approved** by either the Social Board and/or Condominium Board prior to initiation of the project.

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Project < \$500 Club Dues | <input type="checkbox"/> Social Board | <input type="checkbox"/> RAC Fund |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Condo Board | <input type="checkbox"/> Bingo or Memorial Fund |

9. Club membership approval: Yes, meeting date: _____ No N/A

10. Other Comments: _____

Club President Signature / Date

Signature of Person Submitting Application

Club President email address

Supporting Owners, if not club related / Date

Club Social Board Liaison Signature / Date

Supporting Owners, email address

Club Social Board Liaison email address