

FAQs for the Transmittal Process

What is a transmittal?

A transmittal is a written request to make a change to any common area at Venture Out. The Condo Board approval is necessary to make any changes.

Where do I find a transmittal form?

Each start up kit given to club officers has a copy of the form or you can go to the Activity Office and request a form. Club liaisons also have copies of the form.

The form requests an estimate of the cost of the project. How do I give an estimate of the costs?

Check with the Handymen about the details of the costs and the designs of the project. Sometimes handymen are able to do the work instead of outside contractors. Ask them if the work is within their scope. Do not bring in outside contractors as this will delay your application and the GM will need to ask them to come out again if they are needed. Feel free to check out prices of products and try to guess what you believe the costs will likely be. Providing internet links to products that you specifically want is necessary.

Who receives the transmittal for processing?

If you belong to a club, your liaison will help you complete the form as their signature is needed. Submit your transmittal form to the Activity Director who will determine if it is a maintenance project, handyman assignment or if it needs to go to the transmittal committee. The Activity Director will notify you if it is a Handymen or Maintenance work order. The Activity Director will assign a number for tracking purposes and date the transmittal.

When should I submit my transmittal?

Submit your transmittal as soon as possible. Give the transmittal committee as much forewarning about your pending application as possible to allow the many committee members to review your application before they meet so that a decision can be made as timely as possible.

Should I attend the transmittal meeting and when are they held?

Plan to attend transmittal meetings which are usually held the third Friday of each month between November and March in the Activity Office Conference Room. You may be asked for clarification or be provided with alternative ideas you may wish to explore or deny immediately.

Who approves funding for transmittals?

When the transmittal has been approved, it may go to the Social Board, the Condo Board, or to a 9x9 meeting for RAC funding approval. Bingo and the Memorial Fund may also be considered if the request is something that will benefit all members of the community, not just a few clubs or members. 9x9 meetings only occur four times per season: November, December, January and March. Do not delay submitting your transmittal.

Who will present the transmittal to the appropriate board(s)?

The Condo Board liaison is responsible for creating a motion for a transmittal that needs Condo Board approval. The Chair of the Transmittal will create the motion for the Social Board's approval. If RAC funding is needed, the Condo liaison and Transmittal Chair will create the motions for the Condo and Social Boards respectively.

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Who will advise me of the status of a transmittal?

Once the transmittal is approved, you will be advised by one of the co-chairs of the Transmittal Committee. If your request is declined at a transmittal meeting, one of the co-chairs will advise you of the results and the reasons discussed. If you have not received an update on its status, check the printout of the transmittal detailed log beside the post office on the bulletin board, Activity Director or reach out to the transmittal committee chair. The status of pending transmittals and those in process are reviewed at the Social Board meetings which are held twice monthly.