

TRANSMITTAL PROCESS

The Transmittal process is led by the Social Board and is comprised of representatives from the following: Long Range Planning, Architectural Committee, Handymen Club, Safety Committee, Condo Board, Activity Director, and the VO GM. Transmittals are required for any improvements, modifications, additions, or other changes to recreational facilities, meeting rooms, or other Common Elements of Venture Out of Mesa, Inc. This includes, but is not limited to, any electrical and/or structural modifications. Electrical transmittal requests will have priority and be managed in a timely manner.

Should an inspection find that the club has made electrical modifications without approval, the club may be shut down until the issue is corrected.

Transmittal applications are available in the Activity Office or on the Venture Out website. Any lot owner, club, or employee of Venture Out, Inc. may submit a transmittal application for consideration by the Transmittal Committee.

If the request is for a club facility, it must be signed by the club president and Social Board Liaison, prior to submission. Transmittal applications are accepted by the Activity Director, added to the transmittal log, and distributed to the Transmittal Committee in advance for consideration at their next meeting.

Transmittal applications will be reviewed following the below considerations and criteria:

1. Capital improvements, such as full club remodel, movement of club to a new location or projects with a broad scope or high cost, may be referred to the Condo Boards' Long Range Planning committee or its equivalent.
2. Suitability in the Venture Out recreational context
3. Possible conflicts with other activities
4. Benefits and possible disadvantages and possible liabilities
5. Implementation issues including time, cost and labor
6. Safety concerns
7. Best strategy to address the request
8. Recurring costs
9. Transmittals received after completion of the current fiscal year's budget process may not be considered for funding until the next fiscal year.

Determination of the source for funding of approved transmittal applications is the responsibility of the Condominium Association and the Social Club Board of Directors. Each funding source has specific criteria that must be met to be accessed. Possible funding sources include:

1. The Social Club
2. The Condominium Association
3. Bingo Fund
4. The Memorial Fund
5. The Recreational Activities Capital Fund (RAC Fund) The RAC fund requires that the project:
 - a. Benefits clubs or recreational activities, and the residents of Venture Out.

- b. Improves club infrastructure and other recreational activities.
 - c. A value exceeding \$500.
6. Other sources of funding may be considered by the Condo and Social Boards, as appropriate.

To Submit a Transmittal

1. Complete the transmittal application available from the Activity Office or the Venture Out website.
2. Provide detailed information, including drawings or photos that clearly define your project ideas. Address any space issues including, if additional space needed.
3. Estimate costs as closely as possible, keeping in mind preparation work or other factors that might be involved in your project, such as electrical needs, water supply, foundation or concrete work, building materials, and other miscellaneous items. The VO Architectural Director, various sub-committees and/or Handymen Club are available to assist in this requirement. Do not bring in outside vendors for estimates as quotes need to be gathered for comparison by the General Manager and your involvement could cause unnecessary delays to your application.
4. Clubs must have signatures from the Club's Executive Officers and their Social Board Liaison on the transmittal form indicating support for the application..
5. Lot owners or employees are encouraged to seek guidance from the General Manager or the Activity Director.
6. Transmittals may be submitted to the Activity Director at any time, but it is recommended that they be submitted as early as possible for inclusion in the Condominium and/or Social Club Budgets. Non budget requests will be taken under consideration.
7. Club representatives, lot owners or employees submitting a transmittal application may be asked to attend the Transmittal Committee meeting, Condo Board or Social Board meetings to answer any questions Board members may have prior to approving or denying the transmittal.
8. One of the Transmittal Committee members will inquire with the Memorial Fund President and the Bingo President for approval for funding, if either option is appropriate.
9. If needed, the Condo Board representative on the Transmittal Committee will put forth a motion to the Condo Board.
 - a. The Social Board representative will put forth a motion to the Social Board,
10. If RAC funds are to be used, the Social Board representative will put forth the motion for the Social Board's vote at the 9x9 meeting. The Condo Board Liaison for the Transmittal Committee will present the motion for the Condo Board's vote at the same 9x9 meeting.
11. Transmittal updates will be posted at the Post Office bulletin board. One of the Transmittal Committee chairs will update the requestor once the request has been approved or denied.