



GLENWOOD HOA COMMUNITY PROPOSAL FORM
(Use additional pages as needed)

1. REQUESTOR INFORMATION

Name: _____ Phone: _____

Email: _____

Bldg #: _____ Unit # _____

Date: _____

Title (less than 10 words): _____

2. Description of situation/issue (Please describe the current issue or opportunity.)

3. Proposed solution (What outcome would you like to see?)

4. Is this solution in compliance with HOA By-Laws?

5. Will this solution require consultation with legal counsel?

6. IMPLEMENTATION TASKS (List the tasks to accomplish this solution.)

7. PROPOSED TEAM / VOLUNTEERS (List individuals assisting with this project.)

Lead: _____

Members: _____

8. Estimated volunteer hours required & proposed timeframe

Total Estimated Hours: _____

9. Estimated cost to Association

- ☐ No cost to the Association
- ☐ Estimated cost: \$_____ with brief explanation and source of funding.

10. ADDITIONAL NOTES / SUPPORTING INFORMATION

11. **SIGNATURES** - Proposals must be signed by two or more residents who are willing to volunteer their time to make the project happen.

Requestor Signature: _____ Date: _____

2nd Requestor Signature: _____ Date: _____

Other Supportive Residents Signatures:

_____ Date: _____

_____ Date: _____

_____ Date: _____

FOR BOARD USE ONLY

Date Received: _____

Date Reviewed: _____

Proposal ID: _____

Follow-up conversations for clarification: Dates _____

Approved as New or Updated: ☐ Process ☐ Resolution ☐ Project

☐ Out of Scope

☐ Needs Additional Information

Board Member Signature: _____ Date: _____

Board Member Signature (optional): _____ Date: _____

Comments: _____
