

SVE Budget Request Form

Budget requests shall be submitted to the Board, through the Association Manager, no later than October 1st. If October 1st falls on a weekend, the deadline will be the last business day of September.

Group/Club Name: _____

Contact Person Name, Phone Number and Email Address:

Brief Description of Request:

Request Submission Checklist:

- _____ Cost estimate dated September 1 or later of the current year
- _____ Materials, labor/installation, admin fees/overhead and other line items priced individually
- _____ Total dollar amount of quote
- _____ Options listed and priced individually
- _____ Statement regarding cost estimate guarantee. (180 days preferred due to budget process)
- _____ Other supporting documentation, such as drawings (please list below and attach copies)

NOTE:

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- Written request for Groups/Clubs/Residents to present at a HOA BOD meeting must be submitted to the Association Manager via email or printed copy at least 48 hours prior to a scheduled meeting. Presentations may include cost estimates, drawings, PowerPoint presentations and other supporting documentation.
 - Clubs/organizations are not authorized to sign contracts.
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For Association Manager Use Only:

Date Received: _____

Received By: _____