

## SVE Budget Request Form

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Budget requests shall be submitted to the Board, through the Association Manager, no later than October 1<sup>st</sup>. If October 1<sup>st</sup> 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:**

- 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: \_\_\_\_\_