

PROJECT PROPOSAL DEVELOPMENT + PRIORITIZATION

The purpose of this process is to collect + organize information about a project from the community, the committees and other sources for presentation, discussion, and as a background for project consideration.

Proposal Development

STEP 1: Define problem

STEP 2: Involve impacted community in problem-solving process

STEP 3: Draft multiple ideas for solving problem

STEP 4: Determine if a Task Force is needed to develop proposal

STEP 5: Develop Committee proposal that addresses:	Y	N	N/A	COMMENTS:
Specific area in need of improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Best practices as it relates to this topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
How long-term success of this project will be measured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
How full resolution of the issue is to be achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Estimated cost for all options presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Costing considers labor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any long-term savings and payback period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ongoing maintenance and operational costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Time-frame of this project from start to finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Options to phase or scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Any short- and long-term long term liability issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sought full community feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

STEP 6: Assess how the proposal impacts the following:	Y	N	N/A	COMMENTS:
Safety of persons on common grounds in La Luz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Quality of life for residents in La Luz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Property values (immediately and in the future)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
The original design principles/aesthetics of La Luz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Infrastructure (including maintenance) at La Luz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crime in La Luz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Long term health and welfare of residents at La Luz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Preservation of the original vision of La Luz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Conservation of open space/protection of views at La Luz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Long-term sustainability of resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

STEP 7: Submit to Board for consideration	Y	N	N/A	COMMENTS:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Board Review

STEP 8: Endorsement by affected community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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STEP 9: Endorsement by appropriate Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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STEP 10: Prioritization Hierarchy (listed in order of priority)

CHECK ALL THAT APPLY:

- 1. Immediate Safety
- 2. Infrastructure
- 3. Landscape
- 4. Additional Amenities

Board Meeting Date: _____
Board Decision: _____
Votes Recorded: _____

STEP 11: Have funds already been allocated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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STEP 12: Do you need a community vote?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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(space for additional comments on reverse)

