

Revised September 2010

BVHOA Project Management

The following guidelines are provided for use by Committees or the Board to help with BellaVita Homeowner Association project implementation.

The BVHOA board may designate a person as the project manager for selected projects initiated by the Board. A Committee or social club may designate a person for that position if the committee or club is responsible for the management of the selected project. The contracting procedure utilized by the committee and/or the project manager shall be in accordance with BVHOA Policy 2009-018.

The project manager may be delegated the following responsibilities and authority: To...

- Develop a statement of work for the effort to be contracted with help from the committee and/or board.
- Develop or cause to be developed an estimated budget and scope of work schedule as well as competitive bids to be presented for approval to the board as per Policy 2009-18.
- Assure that the variables in the attached checklist have been considered before presenting the project for approval.
- Coordinate with other committees or clubs whose jurisdiction may be impacted by the project.
- Establish final detailed schedules with board approved contractor and negotiate schedule changes requested by the board with the contractor.
- Negotiate and execute change orders including modifications within the scope of the budget allocated for the project.
- Interface with the contractor during execution of the contract.
- Direct the contractor as to implementation of the work effort and provide field oversight for performance and completion of the contracted work.
- Lead the negotiation of disputes between contractor and the BVHOA relative to contract content or application of services.
- Develop and conduct the reviews of contractor's incremental performances required by the contract and provide monthly progress reports to the board.
- Report status of work to the chair of the committee or club President to which project is assigned.
- Request and/or conduct any meeting or status review for work under the contract.
- Perform the final inspection and state in writing that the work has been satisfactorily completed prior to final payment.
- Review contractor invoices for accuracy, satisfactory performance, and compliance with the contract, including billed amounts, and notify AMI, the

Treasurer and the Clubhouse Manager (or Club President) in writing or by email that the work is satisfactorily completed and invoices are ready for payment.

- Perform other duties for administration of the project as may be requested by the BVHOA board.

Requesting Board Approval of Projects

A committee's recommendation to the Board for approval of a project serves the same function as a motion by a Board member, and opens the floor for discussion. Too often, questions arise that require much discussion, prolong meetings and sometime delay approval. Committees should present whenever possible a proposal that has been well thought- out and anticipate the questions that Board members may raise. The Facilities Committee has prepared a check list of questions to consider that may help streamline the approval process:

1. ____What is the initial cost of the project?
2. ____What alternatives were considered to accomplish the same result? Why was this the best choice?
3. ____Were bids compared on a consistent basis? Were there significant exceptions?
4. ____What additional costs will be incurred for maintenance, manpower, supplies, etc if this project is approved?
5. ____What utilities are required and will the project result in added utility costs or utility installation costs?
6. ____What is the justification for the project: financial, efficiency, safety, etc.
7. ____What other systems or equipment will be affected by this project? What additional costs are involved?
8. ____Are warrantees involved, and what do they cover?
9. ____What other accommodations must be made to install or implement the project?
10. ____Who will be the responsible project manager for installation and final acceptance?
_____.
11. ____Does it replace an existing item or capability? Item how old?
12. ____Who will be responsible to manage the item or capability (committee, club, etc.) after it is installed?_____.
13. ____Will it need to be approved by the ARC as an architectural item?
14. ____Will the item/capability be energy effective or environmentally superior?