

Sunscape Estates RV Park Cooperative (Addendum #1)

Action Request Form (ARF)

Submitted By: _____ Date prepared: _____

(Signature)

(Please print)

Lot#: _____ Phone #: _____ email: _____

Action requested: (This should very clearly and completely state exactly what is being requested and not be covered in any other Park documents.)

Justification: (A rationale to support the request should be stated including financial impact.)

1. _____

2. _____

3. _____

Timeline: I understand that this request is related to the 'Strategic' nature of the Parks operation and will therefore take time to resolve and that it is my responsibility to follow the status of the ARF should I wish to. By signing this, I acknowledge that I have researched this request and find that it is not covered in any current Park documents or procedures.

Manager's Comments: _____

Action taken:

1. Copies to BOD and MT _____ Date: _____
2. MT Referred to: Primary _____ Secondary _____ Date: _____
3. Recommendation from _____ to _____ Date: _____
4. Recommendation from _____ to _____ Date: _____
5. Recommendation from _____ to _____ Date: _____
6. Final result: _____ Date: _____
7. Date Originator notified of final result: _____

Sunscape Estates RV Park Cooperative Board of Directors Policy

Subject: Request Procedure Policy (Excerpt)

Original Date: April 2013
Revised March 6, 2017

A. Registering and processing an Action Request Form (ARF):

1. Return the completed ARF, which has been researched and found not to be covered in any Park documents, to the Park Manager at the Welcome Center.
2. The Park Manager will assign a number to the ARF, initial it, date it and record it in the 'ARF Log Book'
3. The Park Manager will then:
 - a. record the ARF in the 'Tracking System' and send a copy to the BOD and the Management Team (MT) and
 - b. refer the ARF to the Management Team for distribution to the appropriate primary committee who will be responsible to develop a recommendation for action in consultation with secondary committee's where/when necessary (see ARF Flow Chart Addendum #4).
4. The recommendation will then be made to the Management Team who will review it, make adjustments if necessary and recommend it to the BOD.
5. The BOD will then reject the recommendation or review the recommendation, make adjustments if necessary then accept it by motion or recommend it to the membership for vote should one be necessary.
6. The Park Manager will then notify the ARF originator of the final outcome of the action taken for this ARF. This notification may be done by email with a record kept of the email. (If no email address provided by the Originator of the ARF, a written note, phone call or 'in person conversation' will suffice).