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Policy#: 17-04-01

GLC Capital Project Priority and Completion Policy

Definition: Many homeowners associations struggle to balance a growing list of new and pending projects while the need for core services continues. Deciding how to prioritize and separate the high priority projects from lower priority projects can be challenging. A prioritization matrix is a simple tool that provides a way to sort a diverse set of items into a order of importance. The matrix provides a means for ranking projects bases on criteria that are determined to be important. This enables the association to see clearly which projects are the most important to focus on first and which could be put on hold or discontinued.

Purpose: To implement a structured and objective approach to achieve consensus on capital project prioritization. The Board of Directors and staff have the same guidelines. Also to be sure that the projects are completed in the same fiscal year that they are approved.

Policy: Establish Priority Ranking Criteria: Criteria must be established which will be used as a guideline for prioritizing project funding. The criteria should be put in writing and distributed to each party involved in the capital planning process. The criteria established should facilitate ranking projects on a high, medium, or low priority basis.

High Priority	Medium Priority	Low Priority
1: Required by law or specific court order.	1: Improve delivery of services to the members.	1: Support delivery of a service for which there is a declining demand.
2: Required by contract.	2: Are non-essential but have a high degree of member support.	2: Enable the provision of a new service not currently provided.
3: Improve public safety.	3: Benefit all or a majority of the members.	
4: Reduce current operating, maintenance, or contractual expenses.	4: Improve the quality of life but are non-essential	
5: Prevent deterioration of assets.		