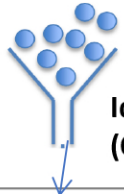


Capital Projects Process (CPP) Stage 1



Idea Funnel (Ongoing)

Ideas come to the Director of Capital Projects (DCP) from input by:

- Member comments
- Member surveys
- Amenity user comments
- Board input
- General Plan Committee (GPC) input
- Staff input
- TD.com feedback
- Town hall meetings
- Other sources

Ideas may be put into the funnel by anyone at any time.

The DCP adds all new ideas (without categories) to the **Master Capital Projects List** and maintains the MCP on the TD website.

All Documents are published on <http://www.tahoedonner.com/member-area/capital-projects/>

Active Capital Project List Development

Member Input (Ongoing)

- Surveys
- Letters
- Amenity comments
- Flash Vote
- Meetings
- Events
- Annual Meeting Expo
- Next Door
- Etc.

Project Sorting

This **Master Capital Project List** is reviewed in an open meeting by:

- The GM
- GPC Chair
- Board Liaison
- FinCom Chair

The Sort Team

They sort the list into categories:

1. Needs
 - Safety & Health
 - Regulatory
 - Asset Protection
2. Wants – New ideas prioritized by Member input
3. Operational Projects (not DF)
4. Does not fit with TD
5. Already Exists Locally
6. Already Exists in TD
7. Completed Projects

Potential Projects are identified.

Master Capital Projects List MCP

DCP and GPC Write PIPs & CFPs for #1 Projects

A PIP includes:

- Objective or reason for the project (need or opportunity for improvement)
- Scope of the project and how it meets the need or opportunity
- Alternatives available and evaluation of their impacts
- Risks such as environmental, ADA, code compliance, health & safety
- Opportunities such as energy impact, operational improvement
- Member impact
- Financial impact including a Stage-1 cost range +/-100%

The CFP projects available funding.

Project Information Papers PIP

Stage 1 Capital Funds Projection CFP

GATE 1

Gate 1 Review: MCP, PIP, CFP Docs

GPC Review

Board Review

Active Capital Project List

CPP = Capital Projects Process
DCP = Director of Capital Projects
GPC = General Plan Committee

MCP = Master Capital Projects List
GM = General Manager
FinCom = Finance Committee

DF = Development Fund
TD = Tahoe Donner
PIP = Project Information Paper

CFP = Capital Funds Projection
ADA = Americans with Disabilities Act
CommDep = TD Communications Dept.

Asset Protection = Actions needed to prevent damage to members' shared assets

□ = Process Step
◊ = Decision Step
▭ = Document