WPOA BOARD PROCESS FOR HANDLING
COMMUNITY IMPROVEMENT SUGGESTIONS

The Lake Waynoka Community Improvement Suggestion Form offers a way for members, clubs or groups to submit ideas for community improvements to the WPOA Board for consideration. Using the form to submit suggestions will encourage careful consideration of legitimate ideas. Ideas and suggestions will be reviewed and evaluated. Feedback to the submitter will enhance communication with the community. Tracking suggestions will create a way to generate statistics on numbers of submitted ideas for the community. Duplicate suggestions can be handled by citing prior submissions.

1. Community Improvement Suggestion Forms are submitted to the WPOA Board President:
   a. Manual (paper) submission - Paper copies of form are available in the Admin office or can be printed from the lakewaynoka.com website, and are submitted to the Admin office for the WPOA President.
   b. Electronic submission - Forms can be filled out electronically and then be emailed to the WPOA Board President.

2. The Board President will screen submissions and distribute as necessary:
   a. Complaints and compliments -
      - The President (or a designated Board member) responds to the submitter
   b. Maintenance topics -
      - The General Manager screens for actionable items and responds to the submitter
   c. Projects and policy change suggestions with potential value -
      - The President passes these to a designated committee (Rules and Regs, Building, Campground, Finance, Lake Advisory, Election, Long Range Planning, or other).

3. The designated committee will evaluate for:
   ➤Cost   ➤Timeline   ➤Priority   ➤Value to the community

4. Committees report evaluations and recommendations to the Board President.

5. The Board and General Manager make the decision to proceed:
   - Policy changes are handled on the Board's timeline
   - A decision to add a project into the 5-year plan will be reviewed by the Board and General Manager, with input from the Long Range Planning Committee for timeline/funding.
   - Projects outside of the 5-year timeline will be tabled and held for future planning consideration.

6. The community member/group who submitted the idea is informed of the decision.

7. The suggestion form is numbered and logged into a tracking form.