

SLO Guild Hall Project Authorization

Description of project

Attach drawings and cost estimates

Date: 21 Dec 2016

Log Number 49

Trim Eucalyptus trees over new potting station for safety.

Estimated cost (\$250?)

Architectural Committee Review

If the project involves changes to the layout of the buildings or grounds it needs to be considered by the Architectural Committee for addition to the Master Plan. This includes changing paint colors that are part of the Master Plan.

This project: Review Not Required Approved Not Approved Date Dec 2016

Added to Master Plan in minutes of _____

Review by other relevant committees

Committee Plant Guild Approvals: Katie

Committee N/A Approvals: _____

Executive Committee Review

Budget approval: \$ _____ maximum approved by

Executive Committee Reggie: _____ Ken: _____ Katie: _____

General Membership minutes of (date) _____ meeting

Funding approval expires in 90 days, or on _____

Project approval expires in 90 days, or on _____

Scheduling

Work must be scheduled with the office to prevent conflicts between the work and other activities in the hall or on the grounds. Please check the calendar and do not leave materials and tools out when this would impact hall rentals and other uses. This project has been added to the calendar for:

Date(s) _____

Material for this project may be stored on the site starting _____.