

## **Checklist – Major Remodeling or Addition**

### **Please provide the following information**

#### **1. Budgetary Figures:**

- a) Site Development Cost:
- b) Building Cost:
- c) Furniture and Fixture Cost:
- d) Other Costs:
- e) Total Estimated Cost:

#### **2. Project Scope:**

- a) Description of work to be done:
- b) Square Footage:
- c) Zoning Requirements:
  - (1) Setbacks:
  - (2) Open Areas:
  - (3) Landscaping:
  - (4) Signage:
  - (5) Building Materials:
  - (6) Special Services:
  - (7) Access to Streets:
  - (8) Environmental Requirements:

#### **3. Architect:**

- a) Name:
- b) Address:
- c) Phone:
- d) Contract

#### **4. Contractor: (Copy of bid or contract to substantiate expenditure)**

- a) Name:
- b) Address:
- c) Phone:
- d) Contract
- e) General Liability Insurance
- f) Workers Compensation
- g) Builders Risk
- h) Performance Bond

#### **5. Timetable:**

- a) Document Preparation
- b) Bidding/Negotiating
- c) Site Development
- d) Construction Phase
- e) Occupancy

#### **6. Current Financial Situation:**

- a) P/L Statement

- b) Assets
- c) Liabilities, including amount owed to Moose International.
- d) Membership

**7. Financing: (Copy of commitment letter from lender)**

- a) Lender
- b) Amount and Type of Loan
- c) Term
- d) Interest
- e) Collateral - **(PERSONAL GUARANTEES NOT AUTHORIZED)**
- f) Use of Proceeds
- g) Late Charge
- h) Conditions

**8. Regional Manager's Input:**

- a) Opinion on building
- b) Effect expected on membership
- c) Ability of current board to manage project

**9. Copy of Membership Notification:**

- a) A dated copy of Special Meeting Notice sent to membership explaining the specifics of the vote to be taken during the special meeting as required by the General Laws. The notice of special meeting can either be an individual mailing or if time permits, as a notice in the lodge newsletter.
- b) Special Meeting Minutes, signed by Administrator and Governor

**10. Resolution:**

- a) An original "**General Purpose Resolution**" approved by membership showing the maximum amount the board can spend and the maximum loan amount the Governor and Administrator can finance with the specific terms of the financing (i.e., terms, interest rate, payments, etc.). (Completed, signed, dated and sealed)

**The purpose of the General Governor's office is to ensure compliance with the General Laws of the fraternity. It is neither expressed nor implied that the General Governor's office renders legal advice. It is strongly recommended the lodge retain local counsel to advise the lodge on all legal matters. Personal loan guarantors are not allowed for any loans made to Moose Lodges.**

April 2011