

Board-Ready Proposal — SAMPLE

SAMPLE — PLACEHOLDER FOR CLIENT PREVIEW

Prepared for

Sample HOA — Board of Directors
Property: Sample Community, 220 units
Date: YYYY-MM-DD

Scope of work

1. Mobilization & traffic control (MUTCD-compliant)
2. Crack filling — hot-pour rubberized, cracks ≥ 1/4"
3. Patch & repair — SAMPLE_SQFT sqft of failed asphalt
4. Two-coat sealcoat — SAMPLE_SQFT sqft total roadway
5. Re-stripe — fire lanes, stop bars, accessible stalls per ADA

Schedule & phasing

Phased over 3 working days to maintain resident access. Loop A day 1, Loop B day 2, finish + stripe day 3.
48-hour written notice to residents prior to mobilization.

Investment

Line item	Qty	Unit	Subtotal
Crack fill	SAMPLE	LF	\$SAMPLE
Patch & repair	SAMPLE	SQFT	\$SAMPLE
Sealcoat (2 coats)	SAMPLE	SQFT	\$SAMPLE
Re-stripe	SAMPLE	STALLS	\$SAMPLE
Mobilization & traffic control	1	LS	\$SAMPLE
TOTAL			\$SAMPLE_TOTAL

Insurance, license & warranty

GL \$SAMPLE / \$SAMPLE • Auto \$SAMPLE • WC per statute • License SAMPLE-LIC-####
Workmanship warranty: 12 mo sealcoat / 12 mo crack fill / 24 mo paving (see attached warranty document).

Acceptance

Approved by: _____ Date: _____
Print name & title: _____

Sample / placeholder. Final proposal contains site-specific quantities and pricing.