

REQUEST FOR ACTION BY THE BOARD OF DIRECTORS

The Board of Directors of my homeowners' Association are requested to address the following item(s):
(Please be specific):

NOTE: If this is a complaint, please give specific information like date, time, and address (if known) of those involved here:

Are you willing to assist the Board of Directors in resolving this issue: [____] YES [____] NO

If answer is YES, please provide a contact number here: _____

HOMEOWNER NAME: _____

If answer is NO, please explain why here: (Board does not usually act on anonymous complaints)

DATE RECEIVED BY THE BOARD OF DIRECTORS: _____

BOARD ACTION TAKEN:

MANAGEMENT COMPANY ACTION TAKEN:

OWNER NOTIFIED OF RESULTS ON: _____ **VIA:** _____ **MAIL** _____ **PHONE**