

**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**