



HOMEOWNERS ASSOCIATION
General Question/Request/Concern Form:
(Can be Given to Any Board Member)

Name: _____ Address: _____

Phone: _____ Email: _____

Received by: _____ Date Recieved: _____
BOARD MEMBER

Assigned to: _____
BOARD MEMBER, If a different Board Member

Board or Committee will respond within 72 hours of date received

Please give a written description of the question/request/concern you are presenting. Please indicate the location if applicable. Continue on the back of this form or attach documents if more room is needed.

Question/Request/Concern:

Action Plan: *to be completed by assigned board member*

Resolution or Completion:

BOARD OR COMMITTEE MEMBER

DATE OF RESOLUTION OR COMPLETION