



# Saint James Golf Club HOA

## ACTION REQUEST

Telephone No. 772-344-8219 Fax No. 772-344-0818

**Date:** \_\_\_\_\_

The subject of this request concerns one of the following (check appropriate subject)

Clubhouse \_\_\_\_\_ Pool \_\_\_\_\_ Common Grounds \_\_\_\_\_ Residence \_\_\_\_\_ Other \_\_\_\_\_

Note: If request concerns a specific residence, the address MUST be noted on the next line.

Address: \_\_\_\_\_

Request Action: (Please print one (1) item per request form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner completing this request form: (Please Print)

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Notes: Every effort will be made to respond to your request in a timely manner.

1. This form MUST be completed prior to any action being taken. The Administrator has been directed by the Board of Directors NOT to accept any VERBAL action request.
2. The Board will handle non-monetary Action Requests in an expeditious manner.
3. The Board must approve any request involving Community Association funds. This will extend the response time.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responder: \_\_\_\_\_ Date \_\_\_\_\_