



# Vintage Gardens II & III

The Homeowners Association of The Vintage Gardens Homes

## REQUEST FOR BOARD ACTION

DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

ISSUE: \_\_\_\_\_

CITATIONS (Article(s), Section(s), Subsection(s), Statement): \_\_\_\_\_

KEY POINTS AND BACKGROUND: \_\_\_\_\_

ACTION REQUESTED: \_\_\_\_\_

UNIT OWNER NAME: \_\_\_\_\_

UNIT OWNER ADDRESS: \_\_\_\_\_

UNIT OWNER TELEPHONE NUMBER: \_\_\_\_\_

UNIT OWNER EMAIL ADDRESS: \_\_\_\_\_

UNIT OWNER SIGNATURE: \_\_\_\_\_

## **Rules for Requesting Board Action (Putting questions to the Board)**

Requesting Board action/putting questions to the Board must be presented in writing at least 5 working days using the attached format.

Information required shall include, but not be limited to, the following:

1. Requesting Board action / putting questions to the Board shall be presented in writing at least 5 working days prior to the next Board agenda meeting using the attached form.
2. The information required includes, but shall not be limited to, the following:
  - a. Subject
  - b. Issue
  - c. Citations from the DCCR, By-Laws, Rules, memorandums, etc.
  - d. Key Points and Background Information
  - e. Action Requested
  - f. Unit Owner Address
  - g. Unit Owner telephone number
  - h. Unit Owner email address (if there is one)
  - i. Unit Owner printed name
  - j. Unit Owner signature
  - k. Date of the Request
3. Failure to complete any part of the Request for Action worksheet shall result in the worksheet being returned to the unit owner for completion.
4. Citation of all pertinent DCCRs, By-Laws, Rules, memorandums, etc. pertaining to the issue must include Article, Section, and Subsection along with a statement to the extent possible. Citation of paragraph number and line number would be helpful but is not required.
5. If a face-to-face meeting with the Board is desired, so state on the form.
6. The Board shall respond to the unit owner in writing within 30 days of the date the request is received or after a face-to-face meeting is concluded.