

**SAINT JAMES DOCUMENT/ INFORMATION REQUEST FORM
BOARD & COMMITTEE MEMBERS**

Telephone No. 772-344-0219

Fax No. 772-344-0818

(Please complete using a ballpoint pen)

Document or information requested:

Date: _____

Reason for request:

Person completing this request form: (Please Print)

Name: _____ / _____

Print

Signature

Title _____

Phone Number: _____

Please follow the form instructions below:

After completing this form give it to Administrative Assistant.
Keep a copy for your records.

Note: Every effort will be made to respond to his request in a timely fashion.

This form **must** be completed prior to any action being taken. The Administrative Assistant has been directed by your Board **NOT** to accept any **verbal** Action Requests.

The Board will handle non monetary requests in an expeditious manner. "The Board must approve any request involving Community Association funds." This will extend the response time. You will receive the Documents requested within 48 hours from the time the request is received by the Administrative Assistance. If the request cannot be complied with you will be notified within 48 hours. Please do not ask the Administrative Assistant to respond as to what action will be taken. The Administrative Assistant is required to forward this form to a Board Officer for approval.

Response:

Board Officer Approved Initial_____