

SAINT JAMES ACTION REQUEST
Telephone No. 772-344-0219 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 for.)

Owner completing this request form: (Please Print)

Name: _____

Address: _____

Phone Number: _____

Note: 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 Request in an expeditious manner. "The Board must approve any request involving Community Association funds." This will extend the response time.**

RESPONSE: _____

Responder: _____ **Date:** _____