

NIGUEL SHORES COMMUNITY ASSOCIATION  
HOMEOWNER REQUEST FORM

REFERENCE NO. \_\_\_\_\_

DATE \_\_\_\_\_

NAME \_\_\_\_\_

TRACT / LOT \_\_\_\_\_

NSCA ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

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COMPLETE THIS FORM TO REPORT ANY MATTER YOU BELIEVE REQUIRES NSCA ACTION. Use a separate form for each request.

It is not necessary to write a second request since this first submittal will remain "active" until disposition. If you have not received a response within 30 to 45 days indicating the action or progress relative to this request call the office with the above reference number. Some committees only meet once per month thus a response may take longer than 30 days.

If you are reporting a tree view blockage (TVB) matter, list the address of the home where you believe the offending tree/shrub is located. Attach a sketch or photo indicating location of view blocking tree/shrub, and where you are located (vantage point) when the view is impaired. The office staff will contact you to inform you when your complaint will be reviewed by the View Preservation Committee, because they may want to have access to your property on their meeting date to view the item(s) in question.

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SUBJECT \_\_\_\_\_

TRACT / LOT \_\_\_\_\_

DESCRIPTION OF REQUEST: \_\_\_\_\_

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PLEASE DO NOT WRITE BELOW THIS DOUBLE LINE

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RESPONSE/DATE: \_\_\_\_\_

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

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

BOARD	MANAGEMENT	MTC. STAFF	GATE/PATROL	LANDSCAPE CONTRACTOR
ACC	COMM	FIN	LAND	MTC
			REC	T&S
			VPC	OTHER: _____