NIGUEL SHORES COMMUNITY ASSOCIATION
HOMEOWNER REQUEST FORM
REFERENCE NO. _____ DATE: _____

NAME _____ TRACT / LOT _____

NSCA ADDRESS _____ PHONE _____

COMPLETE THIS FORM TO REPORT ANY MATTER YOU BELIEVE REQUIRES NSCA ACTION. Use a separate form for each request and submit all copies. The last copy will be given to you by staff as a receipt with reference number assigned.

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 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 TVB Committee, because they may want to have access to your property on their meeting date to view the item(s) in question.

==========

SUBJECT _____ TRACT / LOT _____

DESCRIPTION OF REQUEST: _____

PLEASE DO NOT WRITE BELOW THIS DOUBLE LINE

==========

RESPONSE / DATE: _____

DATE LOGGED: _____

BOARD MANAGEMENT MTC. STAFF GATE/PATROL LANDSCAPE CONTRACTOR

ACC COMM FIN LAND MTC REC T&S TVB OTHER: _____