



# Fountain of the Sun Community Association Inc.

## Action Request Form

<b>Resident Name</b>		<b>Address</b>	
<b>Signature</b>		<b>Date</b>	
<b>Phone #</b>		<b>Email address</b>	

<b>Problem or issue you wish to have addressed:</b>	

<b>Suggested Solution</b>	

Members who want an item to appear on the agenda for consideration by the FOSCA Board are requested to provide the FOSCA office with a short description of the problem and proposed solution at least seven days prior to the meeting by filling out and signing an Action Request Form. The information will be included in the Board's meeting package. Requests received less than seven days prior to the board meeting will appear on the agenda under correspondence; they will be read and held for the agenda of a future meeting.