

Captain's Hill Homeowners Association Request for Board Action

Dear Member:

The Captain's Hill Homeowners Association Board provides individual members with the opportunity to address the board on any matter for up to three minutes as part of each board meeting. However, California law (Civil Code §§ 4920(a), (d); 4930(a)) prohibits the board from discussing or taking action on any nonemergency matter not placed on the board agenda and noticed to the membership at least four days prior to the board meeting.

If you want the board to take action on your request, you must fill out this form and deliver it by either regular or electronic (email) mail to:

Dana Pacific Management Services, Inc.
32565 Golden Lantern #B370
Dana Point, CA 92629

pbell@danapacificms.com

Your request must be received at least 10 days before the next scheduled board meeting (currently set on the 3rd Tuesday of each month). Late requests will be placed on the next following board meeting agenda.

The board thanks you in advance for your understanding and cooperation.

Sincerely,

Board of Directors
Captain's Hill Homeowners Association

[next page]

Captain's Hill Homeowners Association Request for Board Action

Member's Name: _____

Member's Property Address (located within the Association): _____

Member's US Postal Service or Electronic (E-mail) Mailing Address (if different from above): _____

Please provide a short title for your request (the title will appear on the board meeting agenda):

Please explain what you want the board to do. If you need more space, attach a separate page and provide a reference below. _____

Please provide, in chronological order, a statement of the events which have caused you to bring this request for board action. If you need more space, attach a separate page and provide a reference below (e.g., "See Attachment #2"). If you have any evidence to support your statement (photos, diagrams, email, letters, etc.), please attach copies and reference them in your statement (e.g., Exhibit #1, #2...etc.):

Please explain why you believe that the events described above should cause the board to take action on your request. If you need more space, attach a separate page and provide a reference below (e.g., "See Attachment #3"):

Please sign and date your request:

I declare that the foregoing is true and correct to the best of my knowledge and belief:

Date: _____

By: _____

Member