



Action Request Form

Please complete the following form. If you have a suggestion, complaint, maintenance request (Timberwoods Common Areas Only) or any other matter that the TW Board should be aware of, please submit to: timberwoodsresort@gmail.com or deliver it to the "Lock-Box" in the Office. Your Name and Lot Number must be included for the Board of Directors to respond to your request.

Name: _____

Lot Number: _____ **Phone Number:** _____

e-Mail: _____

Action Item:

Your Proposed Solution:

Is this an issue that you can handle yourself? Yes: _____ No: _____

Required timeline for Timberwood's Board to Response:

Immediately: (Please contact a Board Member directly.....**For Emergencies Only**)

1-2 days: _____ 5-7 Days: _____ Other (Please Specify): _____

Shareholder Signature: _____ Date: _____

Received by: _____ Date: _____

Action Taken by Timberwoods Board:

TW Board Member: _____ Date: _____

TW Board Member: _____ Date: _____