

COMANCHE CLIFFS HOA

REQUEST / CONCERN / MAINTENANCE FORM

Date: _____

Name: _____

Phone / Email: _____

Type of Request

- ☐ Maintenance
- ☐ Community Concern
- ☐ Request
- ☐ Other: _____

Description of Request or Concern

Location (if applicable)

Additional Information

HOA PROCESS

Please email this completed form to hoacomanchecliffs@gmail.com.

Non-urgent requests will be placed on the agenda for the **next quarterly HOA meeting**.

If you wish for your request or concern to be addressed at the meeting, you must attend the meeting and be present when it is called. Requests submitted by residents who do not attend the meeting will not be addressed.

For urgent matters, please clearly mark your email "URGENT."