

SUN BEACH CLUB WORK REQUEST

Date Submitted to SBC office: _____

Owner Name: _____

Address: _____

Issue Reported by: _____

___ Owner (Name): _____

___ Maintenance: _____

___ Outside Vendor (Name): _____

Request/Problem Description:

FOR OFFICE USE

Received by: _____

Date: _____

Check:

- ___ To SBC Maintenance
- ___ To SBC Landscape Volunteers
- ___ To SBC Building Consultant Volunteers
- ___ To SBC Board of Directors

Resolution:

Owner Notified By: _____

Date: _____

**"This form may be handed in at the office, or submitted via email to
sunbeachclubnsb@gmail.com
Please submit photographs of areas of concern."**

**Note: Landscape planting requests will only be reviewed before the May and October
planting seasons except in the event of emergencies or natural disasters. Any plantings
done without approval are subject to removal by SBC.**