

ATTENTION: Association Board of Directors

c/o Monarch Property Management 1240 East 100 South, #10 St George, UT 84790 (435) 628-3950 Fax (435) 414-8300
Email monarchpm@infowest.com

_____ **Maintenance/ Service Request** _____ **Suggestion** _____ **Concern**
_____ **Violation Report** _____ **Architectural Committee Request**

Please indicate: _____ 1st Report _____ 2nd Report _____ 3rd Report _____ Other

All communication except for *true emergencies* must be submitted to the Board in writing. Emergencies such as broken water lines, broken sprinkler heads, pool/spa malfunctions, etc. may be called in and verbally accepted by Management.

ARCHITECTURAL: change or variance: please include a sketch or drawing reflecting the height, width, shape, design, color, materials to be used, exact location etc.

LANDSCAPING: changes: please list all items of landscaping to be removed, changed, and/or added including the TYPE of tree/shrub/flower etc. and detail exact location on a drawing.

PLEASE submit any additional information that may assist the Board with your request. Attach additional sheet if necessary.

****CC&R's allow up to thirty (30) days for response. However, the ACC will act as promptly as possible. ****

Date: _____ Community Association: _____

Your Name: _____ Phone#: _____

Your Physical Address: _____

Your Mailing Address: _____

Please list SPECIFICS regarding the information you are reporting or requesting, i.e. date, time, unit/building, who, what, where, when, why, etc. Attach additional sheet if necessary. IF approved, expected date of completion: _____

In the event the desired outcome of what you are requesting or reporting is not achieved after reasonable time, RESUBMIT - especially when reporting violations. The Board must follow the laws of *due process* which takes time and continued communication from the reporting homeowner.

For Office Use Only

Follow Up _____

Complete Date _____ By _____