

# FAWN LAKES COMMUNITY ASSOCIATION

Request to  Add Agenda Item or  Address the Board

Condo A-1    Condo A-2    Condo A-3

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Board Meeting: \_\_\_\_\_

Title of item you wish to have added to the agenda:

\_\_\_\_\_

Please provide a brief description of the item you wish to have added to the meeting agenda.

President Approval:

Date:

\_\_\_\_\_

print full name

\_\_\_\_\_

mm/dd/yyyy

\_\_\_\_\_

signature

Requests for agenda placement must be made and received by FLCA board member a minium of 14 days PRIOR to the meeting date requested.

Maximum presentation / speaking time is 5 minutes per agenda item. Time may be extended upon pre-approval by the Board President.

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Request received 14 days before meeting: **Yes** **No**

Member contacted with approval/Denial: **Yes** **No**