

FACILITIES AND GROUNDS PROJECT REQUEST FORM

NAME OF HOMEOWNER, COMMITTEE, OR CLUB PROPOSING PROJECT: _____

NAME OF PROJECT: _____

CONTACT PERSON: _____

PHONE NUMBER: _____ DATE SUBMITTED: _____

Please describe the scope of the work being proposed. Include the specific location and specific type of work. *Example: Add an automatic door opener at the Cottonwood Library entrance.*

Briefly describe why the project is needed, and why the project is in the “best interest of the whole community”. Include the benefits to homeowners, the HOA and/or staff.

Example: People often approach the door with many books. Adding an automatic opener would improve access for all of the community.

Return the completed form to the Chair of the Facilities & Grounds Committee at the Sun Lakes #2 Homeowner Administration Building

F&G Committee Member Assigned to the Project: _____