

**Request for Information Procedure**

**Purpose:** To establish a communication system to enable members of the Whispering Meadows community to:

- (1) request non-emergency services or repairs in accordance with the established maintenance agreement,
- (2) obtain answers to questions and concerns without having to wait for a Homeowners Meeting,
- (3) request a discussion at a Board Meeting or Homeowners Association Meeting,
- (4) register a “point of view” concerning current policies, procedures and services.

**Intent:** This procedure is intended to encourage communication between the Board of Directors, its Committees and other volunteers and the homeowners of Whispering Meadows. This procedure is not intended to be used if an emergency situation occurs.

**Procedure:** Any homeowner, in good standing who needs services, information or has a recommendation to the Whispering Meadows Board Committees or other volunteers should complete the Request Form when they have a question or concern about any item related to repair and maintenance of their home or the common area, safety issues, or any other recommendation they wish to be brought before the Board or a Committee.

The Request Form is available from the website or the Association mailbox. When completed, it can be submitted to the appropriate Committee Chair, President of the Board or placed in the Association mailbox. If an item is to be placed on the agenda of a Board Meeting or General Meeting it must be received five days in advance of the meeting date.

The Maintenance Chair will collect all requests not specifically sent to a Committee Chair and distribute them to the appropriate Committee for action.

All requests will be acknowledged within 48 hours. Action on the request will vary with the nature of the request.

Approved by the Board of Directors January 16, 2006

Revised and Approved by the Board of Directors March 18, 2013; November 16, 2015; and January 20, 2020.