

# Camelot HOA Communications Form

Date of Request:	Suggestion	<input type="checkbox"/>	Information	<input type="checkbox"/>
Your Name:		Phone #		
Your Address:		Email:		

*One item per request form*

*See Page Two for field information*

[illegible]


**ALL COMPLAINTS MUST BE COMMUNICATED TO MAMCO.  
MAMCO WILL INFORM BOARD OF TRUSTEES OF ALL COMPLAINTS**

# Camelot HOA Communications Form Instructions

*You can use your TAB key or mouse click to move from field to field or use a pen if you are manually filling out the form.*

- ❖ **Date of Request:** Enter the date you are completing this form. It will be used as the start date for tracking the progress of your request
- ❖ **Suggestion:** Place an ✓ in box for **YES**, leave box empty for **NO**.  
You can use your mouse or space bar to place ✓ in box. A suggestion is any idea or project you have an interest in that would improve our community or something you feel the Board of Trustees should work on to help the community
- ❖ **Information Only:** Place an ✓ in box for **YES**, leave box empty for **NO**.  
You can use your mouse or space bar to place ✓ in box. Information only is a method you can communicate to the Board of Trustees on any topic you wish us to review. EXCEPT complaints, they must be communicated to Mamco.
- ❖ **Your Name:** Enter your Name for return communications
- ❖ **Phone #:** Enter your phone # for return communications
- ❖ **Your Address:** Enter your house number and street name for return communications
- ❖ **Email:** Enter your Email address for return communications and proofing of our address book
- ❖ **Serial Number:** Serial Number will be added by Trustees for each form received
- ❖ **Form Body:** Please print any information concerning this request. Please only one *Suggestion or Information Only* per form

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**Mamco suggests Email as the first choice, written document left for Mamco at the sales office or phone call to Mamco.**

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