

**Oneonta Townhomes Homeowners Association**  
**Owner Non-Emergency Request Form**

Check One

Maintenance     Security     Other \_\_\_\_\_  
(Specify)

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email & Phone \_\_\_\_\_

Description of Issue - be thorough and specific:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Owner Request/What is Wanted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
Board of Directors' Action -

Date Received and by whom \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Name of person processing this action)

Tracking of Request & Action Taken

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date action on request was completed \_\_\_\_\_ Date owner notified \_\_\_\_\_

How owner notified and by whom \_\_\_\_\_