

Trilogy at Rio Vista

Resident Request (Communication Form)

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Village 1 ☐ Oakmont ☐ Saddle Rock ☐ Olympic ☐ Riviera ☐ Eagle Point ☐

☐ Maintenance Request: Location: _____

☐ Neighborhood Issue: Location: _____

☐ Suggestion/Request

Response Requested

No Response Needed

Describe Below (if more space is needed, go to page 2)

Please be advised that this form is not for civil matters. In such cases, you will need to talk to your neighbor. If your neighbor is not in compliance with the CC&Rs or Rules and Regulations, this form may be used.

Signature: _____
(If in person)

FOR STAFF USE ONLY:

Phone Call ☐ Email ☐

FOR STAFF USE ONLY:

Received By/Date: _____ Copy given to member ☐

Please enter additional comments below. If you are submitting this form by email, attach any photos to this form or to the email. If printing and delivering to the HOA Office, print your photos to submit with this form.

[illegible]

Logged by _____

Date: _____

ROUTED TO:

Village Rep ____ Compliance ____ Operations Director ____ General Manager ____ Other _____

Action Taken:

By: _____ Date: _____

Communicated to Reporting Resident:

By: _____ Date: _____

☐ Action Taken Logged By: _____

☐ Filed in HO File By: _____

