



## Beacon Hill Townhomes Condominium Action Request Form

**Purpose:** This form provides a process for unit owners to request Council take action on BHTC maintained elements of individual units and for common elements in need of maintenance, repair or replacement.

**Unit Number/Court:** \_\_\_\_\_

**Work Type:**        \_\_\_\_\_ Repair/Replacement        \_\_\_\_\_ Maintenance        \_\_\_\_\_ Landscaping  
                         \_\_\_\_\_ Rules & Regulations        \_\_\_\_\_ Other

**Issue Description (be specific):**

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Submitted by (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please submit this form to Council Members:**

Dick Stausebach, President  
7 West Court  
**dstausebach.bhtc@gmail.com**

Terri Lacoff, Treasurer  
8 West Court  
**tlacoff.bhtc@gmail.com**

Charlene Bunnell, Secretary  
208 East Court  
**cbunnell.bhtc@gmail.com**

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**Information below to be completed by Council**

Received by: \_\_\_\_\_ (Date)

Print Name: \_\_\_\_\_