

**SUN CITY MESQUITE**  
**REQUEST FOR CHANGED OR ENHANCED HOA SERVICES/FACILITIES**

Requestor \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Request: \_\_\_\_\_ Cost Estimate: \_\_\_\_\_

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

**Signatures of Additional Residents Supporting this Request: (10 Required - Only one per household)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Deliver form completed to this point to Sun City General Manager

BOD Assigned to: Finance  Landscape  Covenants   
Arch. Rev.  Communications  Other

Date Assigned: \_\_\_\_\_

Recommendation of Committee to the BOD: \_\_\_\_\_

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

Committee Report Attached   
Committee Chairperson Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**INSTRUCTIONS AND PROCEDURES**

Complete the first part of the request (name, address, phone #, email), and then complete the description portion of the form. In this section, try to describe the request as succinctly and completely as you can. Attach an additional page if required. Additionally, it would be helpful if you can estimate the approximate cost of the change or enhancement.

Once the description and estimated cost are completed, obtain signatures from 10 (ten) additional residents who support this project. Ten signatures are required to continue the process, but do not guarantee approval of the request.

After the signatures are obtained, turn the form in to the General Manager directly, or to the front desk at the Pioneer Center to be forwarded to the General Manager.

The General Manager will review the request and assign it to the appropriate committee or committees for investigation, analysis and recommendation. The General Manager will also forward the request to all Board members for their information only, not for any action at this time. The committee may ask for the person or people requesting the change to meet with one or all of the members to further understand or investigate the project.

The appropriate committee(s) will then forward their recommendation to the General Manager to be presented back to the Board of Directors for final approval or denial at a duly noticed Board Meeting.

The requestor will be informed of the progress through the stages above.