



Lakewood Hills Improvement District

9125 Lake Hills Rd. Ozawkie, KS 66070 | MAIN: (785) 876-2259 | FAX: (785) 876-2413 | clerk.lwh@gmail.com

Meeting Agenda Request

Requests to be placed on the agenda should be provided to the Lakewood Hills office not later than 72 hours prior to the meeting. Requests shall be specific and the subject clearly stated. (Lakewood Hills Improvement District By-Laws Article 5 Section 5)

Write NOT APPLICABLE (N/A) in the event a question on this form does not apply to your situation. . All fields must be completed. Provide copies of any documentation that you would like the Board to take into consideration.

We are unable to acknowledge anonymous requests in most instances, so please make sure to fill out your information completely. Thank you so much for your time.

Your Name Date Submitted

Lot # Street Address City, ST, Zip

(____) - _____ EXT (____) - _____ EXT
Daytime Phone Number Evening Phone Number

What is the best time of day to reach you? AM PM Week Weekend Other: _____

How are you associated with Lakewood Hills? Resident Employee Vendor/Service Provider Other

What is your request regarding? Staff Member Director Policy Services Provided Other

Name/description of any involved party: _____

Please describe your request with as much detail as possible (you may attach additional pages if necessary):

Blank lined writing area for notes or responses.

How would you like the board to handle this request? What solution are you anticipating? _____

Thank you for your submission.

Signature: _____ Date: _____

Attached Documentation: _____ # of pages _____

Office Use:

Pages received including attached documentation: _____

Lot #: _____ Date Form Received: _____ By Who: _____

Forwarded to

Board _____

Date: _____ By Who: _____

DETERMINATION:

- _____ Request- Approved
- _____ Request- Denied
- _____ Request- Additional Information
- _____ Request- Committee Review
- _____ Dismissed - Withdrawn
- _____ Dismissed - Invalid

PRESIDENT: _____ DATE: _____

SECRETARY: _____ DATE: _____

TREASURER: _____ DATE: _____

COMMENTS: _____
