

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 per 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.

Name	Date
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Lot #	Street Address	City, ST, Zip
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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):

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

Thank you for your submission.

Signature: _____ Date: _____

Explain attached documentation: _____

Office Use ONLY:

Pages received including attached documentation _____

Lot#'s: _____ Date Received: _____ Received by: _____

Date sent to Board: _____ By Who: _____

DETERMINATION:

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- Dismissed - Withdrawn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

PRESIDENT: _____ DATE: _____

SECRETARY: _____ DATE: _____

TREASURER: _____ DATE: _____