

**VARSITY PARK HOMEOWNER ASSOCIATION HOMEOWNER IMPROVEMENT
PROPOSAL (HIP) REQUEST FORM No _____**

Purpose: Homeowner states proposed improvement* and explain why it is appropriate that other homeowners support by VPHOA funds being expended in support of the improvement (Add pages, photos, attachments, etc. as appropriate for supporting detail). The form must be signed by the homeowner or sent via "verified/confirmed" email in order for Board to process.

Date: _____

HOMEOWNER INFORMATION (Association Member filing request)

Name _____

Address _____

E-Mail _____

Phone _____

REQUEST DETAILS: Succinctly describe the nature of the proposed. Provide adequate detail for Board follow-up and response _____

Justification, Benefit, Business Case, Regulation: If applicable, State related Rule and Regulation, CC&R, and/or by-law.

WITNESS: If applicable, provide name, address, and phone/other contact information for any witnesses

HOMEOWNER's SIGNATURE (Or "VERIFIED/CONFIRMED" email if submitted via email):

PLEASE SUBMIT COMPLETED FORM TO:

John Snee
GM Management
40 W. Easy St. Suite # 1
Simi Valley, CA 93065
805 526 0303; 805 856 2200 (fax)

johnsnee@gmmanagement.com; www.gmmanagement.com

*This includes addressing issues relative to site infrastructure, appearance, sustaining operations normal practices, etc.

- For report of issues or problems in the category of established routine repair and maintenance, please contact:
The GM Management: (805) 526-0303; John Snee <johnsnee@gmmanagement.com>
For After hour Emergencies Only: Greg Moses at (805) 404-5166
Rent-A-Recreation Room: (805) 526-0303
- Policy Changes and Strategic Planning Proposals/Requests: The path to resolution is through the homeowner committees and their leadership. Contact information for committee leaders can be obtained via John Snee at GM Management.