

# Spring Valley Lake Association

## (COMMITTEE ACTION ITEM REQUEST)

Committee Name: \_\_\_\_\_

Subject: \_\_\_\_\_

Committee Board Liaison: \_\_\_\_\_

Committee Staff Liaison: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Members \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee Vote \_\_\_\_\_ Aye \_\_\_\_\_ No \_\_\_\_\_ Abstained

The Committee hereby recommends to the Board of Directors:

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

Reason for the Recommended Action:

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

Fiscal Impact:

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

(Please use a separate form for each recommendation)

Respectfully submitted,

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

**The Board of Directors will review your request at the next regular meeting of the Board and may schedule it for action at an upcoming meeting. Please provide any supporting documentation as an attachment to this submittal. It is necessary for the Chairman or representative of the committee to attend this meeting in the event the Board has questions about the Committee's request.**

\_\_\_\_\_  
**DO NOT WRITE BELOW THIS LINE**

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Board Review Date: \_\_\_\_\_

\_\_\_ Request denied by Board at this time because \_\_\_\_\_

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

Acknowledgment sent on \_\_\_\_\_ Committee Chair \_\_\_\_\_ Committee Liaison \_\_\_\_\_

**OR**

\_\_\_ Item on Agenda for Board Meeting on \_\_\_\_\_

Board Decision: \_\_\_\_\_

\_\_\_\_\_

Board Decision Letter Sent: \_\_\_\_\_ Committee Chair: \_\_\_\_\_ Committee Liaison: \_\_\_\_\_

File Closed on \_\_\_\_\_

Tracking Number \_\_\_\_\_

(Staff to attach all correspondence, agenda item and other relevant material to this request.)