

# **MISSION HILLS DOCUMENTS COMMITTEE REQUEST TO REVIEW DOCUMENTS FOR POSSIBLE PROPOSED AMENDMENT(S)**

From time to time, our Mission Hills Documents must be reviewed to ensure that they are accurate and in line with Florida Statute 718.

Input from our Mission Hills residents is always welcome. However, please be aware of the Board of Directors approved process below when requesting any changes/updates for possible proposed amendments.

Because this is a long and involved process, residents are invited to view the journey of an amendment, which is located in the Documents Committee manuals in our Mission Hills office. Reminder: These manuals can be copied at the residents' expense but cannot be removed from the building. The resident must make arrangements for printing or have the option to take their own notes while in the Clubhouse.

Here is the process that must be followed:

1. All requests must be submitted in writing.
2. The resident making the request must sign all submissions. If there is no signature, the request(s) are automatically denied.
3. All requests must contain accurate contact information, so the Documents Committee can reach out in the event there are any questions. If there is no contact information, the request(s) are automatically denied.
4. The request(s) must pertain to our Mission Hills Documents, Florida Statute 718, and our Policy and Procedures *only*.
5. You can e-mail your request(s) to: **[vetnerz2@gmail.com](mailto:vetnerz2@gmail.com)**
6. The Mission Hills Documents Committee reviews all requests and provides updates to the requester.