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## REQUEST FOR COMMISSION ACTION (RCA)

**Instructions:** Please complete to the best of your ability. Completed forms are to be sent to Management (GM & AGM) and no later than 10 days in advance of the WEVD Commission meeting indicated below. The Commission Chair shall decide and notify the GM/others if the RCA is included on the meeting agenda.

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Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Waterville Estates Address: \_\_\_\_\_

Title of Request: \_\_\_\_\_

Summary of why action is sought (please provide as much background as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action requested: \_\_\_\_\_

Goal sought with this action: \_\_\_\_\_

\_\_\_\_\_

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## FOR INTERNAL USE ONLY

Budget implications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan for implementation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_