

Website Update Request Form

48 hour business hour lead time required for all updates. Emergent issues may be "rush" requested.

Manager / Requestor: _____

Association or HOA: _____

(For posting of agendas, please allow 2 business days to post prior to the 3 days required by HOA regulations)

Update Request Date: _____ (Agenda Posting Requests) **BOD Meeting Date:** _____

1st Update Request:

Update Page Url*: _____

Update: _____

2nd Update Page Url: _____

Update: _____

3rd Update Page Url: _____

Update: _____

Attach via email and include supporting documents and send to
Courtney@CourtneyM.com / 210-872-9908