



4071 IRONBOUND ROAD ♦ WILLIAMSBURG, VA 23188 ♦ (757) 229-1507 ♦ FAX (757) 345-5108

REQUEST FOR PROPOSAL

A. General Neighborhood Information

1. Neighborhood name: _____
2. Number of homes: _____
3. Is your neighborhood Association:
 - a. mandatory
 - b. self-managed or professionally managed
 - c. still under Declarant control Yes No
4. Does your neighborhood have a:

Newsletter	Yes	No	Walking Trail(s)	Yes	No
Pool	Yes	No	BMP	Yes	No
Clubhouse	Yes	No	Private Roads	Yes	No
Playground	Yes	No	Common area	Yes	No
Lighting	Yes	No	Structures (signage, gazebos, etc.)		
Golf Course	Yes	No			
5. Is your association responsible for any exterior maintenance? Yes No
(Roofs, siding, sidewalks, etc.)
6. Meeting frequency: Quarterly Monthly Other(specify) _____
7. Annual Meeting (month): _____
8. Annual Dues: _____ per _____
9. Number of Delinquencies (over 30 days): _____
10. Does your neighborhood have a website?: Yes No

B. Neighborhood Contact Info

Primary Contact:

1. Board Member Position: _____
2. Name: _____
3. Email Address: _____
4. Address: _____
5. Phone: _____ 6. Cell Phone: _____

**Return to Brooks Real Estate, Inc, 4071 Ironbound Road, Williamsburg, VA 23188 or
e-mail to melissa@brooks-re.com**