

Notice of Proposed Maintenance

Lot # _____

Resident Name _____

Street Address _____

Phone Number _____

Please Note: Homeowner is responsible for obtaining any necessary permits from local county, and/or other appropriate authorities. If permits are not obtained this form is invalid.

Homeowners Initials _____

I expect to perform the following maintenance on my property on _____
(approx. date)

- Painting _____
 - Paint color _____
- Repairs to skirting, siding, carport, or roof
- Repairs to landing, stoop, or porch
- Replace a storm door with same size replacement
- Removing trees or bushes
- Spreading new landscaping material (rock, bark, or mulch)
- Planting Flowers
- OTHER _____

Name of contractor/person completing work _____

I certify that this maintenance is strictly repairs to items that already exist and there are no material alterations being made to the property.

Resident _____

Date _____

BOARD USE ONLY – Requires two board members to acknowledge receipt of this request.

- We agree proposal is only for maintenance items
- Proposal is not maintenance only and needs resident work order

Board Member 1

Date

Board Member 2

Date

Updated 11/24