

Landscape & Building Maintenance Work Order

Revised 9/17/20

For any kind of outside building maintenance or landscape work please complete this form and leave it in the Work Order Request Box located in the Clubhouse on the wall to the left of the front door. If you are able to scan completed forms you can send them by email to the appropriate individual below.

____ Building Maintenance: Steve Alley – stevealley66@gmail.com, 919-440-5429

____ Landscape: Joy Beldin – joybeldin@msn.com, 503-701-5881

For any work request that requires exterior changes to your unit, please refer to the architectural guidelines. ANY landscape request that requires planting or removal of shrubs or trees must be approved prior to digging to avoid damage to underground cables or pipes of any kind.

Date: _____ Name: _____

Unit#: _____ Address: _____

Phone: _____

Describe Request:

Association Use:

Date Received: _____

Date Responded to Homeowner: _____

Action Taken:

Date Completed: _____

Copy Returned to Homeowner by: _____