



Landscape & Building Maintenance Work Order

For any kind of outside building maintenance or landscape work you need done, please fill out this form and place it in the **Work Order Request Box** located in the Clubhouse. It is on the wall, to the left of the front door.

_____ Building Maintenance: Joy Beldin - 503-701-5881

_____ Landscape: Diane Fallon - 503-251-3484

Date: _____ Name: _____

Unit#: _____ Address: _____

Phone: _____

Describe Request:

Association Use:

Date Received: _____

Date Responded to Homeowner: _____

Action Taken:

Date Completed: _____

Copy Returned to Homeowner by: _____