

Building Maintenance & Landscape Work Order

Rivercliff Estates

For any kind of outside building maintenance or landscape work that you need done, please fill out this form and leave 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: Steve Alley – stevealley66@gmail.com – 919-440-5429
- Landscape: Joy Beldin – joybeldin@msn.com – 503-701-5881

Date: _____ Name: _____

Unit#: _____ Address: _____

Phone: _____

Describe Request:

Association Use

Date Received: _____

Date Responded to Homeowner: _____

Action Taken:

Date Completed: _____

Copy Returned to Homeowner by: _____