

FOX HOLLOW YARD MAINTENANCE REQUEST

CIRCLE APPLICABLE ITEM

LAWN

TREE

SHRUBS

IRRIGATION SYSTEM

Date: ___ / ___ / ___ (of request)

ADDRESS: _____

Lot Owner: _____

Location of Request: (Circle one): (Front yard) (Right side) (Left side) (Back yard)

NATURE OF REQUEST OR DEFICIENCY:

Person Requesting Service: Name: _____ Title: _____

If Request was made by the FHV Maintenance or Contractor: **WAS OWNER NOTIFIED?** YES or NO
(circle one)

NOTE:

This completed form should be given to a member of the Maintenance Committee. After receipt, the request will be processed by the committee and Maintenance Contractor in an effort to evaluate whether the item(s) fall under the basic monthly maintenance contract or are add-on services. Prior to incurring any additional charges, the homeowner will be contacted with the results of the request and be afforded the opportunity to arrange add-on services with FHV Contractor or other provider.

1ST ACTION(S) TO SATISFY REQUEST:

1. DATE: ___/___/___ **TIME:** _____ am. Pm.

Person initiating action: _____ Title: _____

Action Taken: _____

FOLLOW-UP BY: _____ (Maintenance Committee Member)

Date: ___/___/___ Time: Was Request Satisfied: **YES NO** (circle)

2ND ACTION(S) TO SATISFY REQUEST:

1. DATE: ___/___/___ **TIME:** _____ am. Pm.

Person initiating action: _____ Title: _____

Action Taken: _____

FOLLOW-UP BY: _____ (Maintenance Committee Member)

Date: ___/___/___ Time: Was Request Satisfied: **YES NO** (circle)

3RD ACTION(S) TO SATISFY REQUEST:

1. DATE: ___/___/___ **TIME:** _____ am. Pm.

Person initiating action: _____ Title: _____

Action Taken: _____

FOLLOW-UP BY: _____ (Maintenance Committee Member)

Date: ___/___/___ Time: Was Request Satisfied: **YES NO** (circle)