

PARKWOOD HOMEOWNERS ASSOCIATION

Equus Address: 5480 Reno Corporate Drive, Suite 100, Reno, NV. 89511

Phone: 775-852-2224 Fax: 775-852-4901

Email: Jailyn@EquusManagement.com or Maintenance@ParkwoodReno.Org

Homeowner Work Request

Check one: Landscape Structural Maintenance

RETURN THIS FORM TO EQUUS MANAGEMENT ATTENTION: RYAN

Date of Submittal: _____

Name of Requester: _____

Parkwood Property Address: _____

Phone Numbers: Day _____ Evening _____ Cell _____

Request Type:

Exterior common area plants need attention

Fence repair or inspection requested

Photo sensor installation

Photo sensor repair or replacement

Walkway or driveway repair or inspection

Roof repair or inspection

Crawl space moisture inspection

Deck repair or inspection

Irrigation heads or pipe inspection or repair

Other (describe below)

Details regarding above request or comments (Attach drawing or separate page as appropriate);

Received on: _____ Received by: _____

Equus Management Review / Comments: _____

Retain in file for pending work Board action required. Return to owner for additional info.

Advised owner of pending action Yes No

Bill owner for time and material Yes No

Use outside Contractor

Work to be preformed by in-house maintenance. Completed on: _____

Submitted to maintenance and date: _____

Committee review and date: _____

Pending further review and date: _____

Committee approval and date: _____