

Parkwood Homeowners Association
5480 Reno Corporate Dr #100
Reno, NV 89511
Phone: 775-852-2224 Fax: 775-852-4901
Email: Jailyn@equusmanagement.com

March 17, 2025

Dear Parkwood Owners,

We hope this message finds you well. We are writing to inform you that a new maintenance employee (Bryan) has recently joined the Parkwood team. We are excited to have them on board and look forward to their contributions in maintaining the community.

To ensure efficient processing of maintenance requests, we kindly ask that all maintenance items be submitted through the enclosed maintenance request form. Please note that these forms should not be given directly to Bryan or dropped off at the clubhouse.

Instead, all completed forms must be emailed or mailed directly to Equus Management. This process will help us ensure that your requests are tracked and handled promptly.

We appreciate your cooperation and understanding in this matter. Should you have any questions or need further assistance, please do not hesitate to contact us at Jailyn@equusmanagement.com or 775-852-2224.

Thank you for your attention to this important update.

Sincerely,

Jailyn Rogers

On behalf of the Board of Directors
Parkwood Homeowners Association

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

Homeowner Work Request

Check one: ☐ Landscape ☐ Structural ☐ Maintenance

RETURN THIS FORM TO EQUUS MANAGEMENT ATTENTION: JAILYN

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: _____