Oakwood Villas

WOOD REPAIR / REPLACEMENT
WORK ORDER REQUEST

Building Number:_____ **Unit Number:** _____ Owner: ☐ Tenant: ☐

Name:_____ Phone#: _____ Text ok? ☐ Yes ☐ No

Email Address: _____ 1 story home ☐ 2 story home ☐

NOTE: If your yard has dog droppings, we will not be able to perform any work until thoroughly cleaned up. This will delay your Work Order.

PERGOLAS: If the pergolas are not easily repairable, they will be entirely removed for safety. They will be reinstalled at a later date. If it is a minor repair, please be sure to remove all vegetation or they will not be able to perform the work.

STORAGE CLOSETS: OVPOA is not responsible for the rotten wood around closet doors or the doors themselves. This is a owner responsibility.
Please describe in detail the location of your concern. You can also attach any photo or email photos to oakwoodvillas@cfl.rr.com.   Requests are placed in a que, with some taking priority for safety reasons. Please be patient while we catch up on old work orders. **YOU MUST STATE HOW MANY LEVELS!!**

Lower Level (1st story)
_____
_____
_____
_____

Upper Level (2nd story) This work is going to be subcontracted. Our crew cannot legally go to the 2nd floor)
_____
_____
_____
_____

By submitting this Work Order, I understand that my work order will be placed in que for the Maintenance Team or may require an outside vendor to perform the work. The Vendor or Maintenance Team may need to contact you directly to gain entry to patio or unit. Any obstruction (ice: screened in patios, furniture, personal belongings) is the sole responsibility of the owner/tenant to remove or protect prior to work being done. Some Work Orders may be scheduled for a later time due to scheduling of mass repairs to units of the same items: stucco, roof, and wood related issues.

I am authorized (owner, tenant, or Property Manager) to request this work order and will be responsible for any charges that may occur. If a work order is deemed not the responsibility of OVPOA, you will be notified.
Signature: _____ Date: _____
OFFICE USE ONLY:

Date Received:	Date Assigned:	Date Completed:
NOTES:		
Notified Owner/Tenant on _____ by __ email ___ text		