

MAINTENANCE OR PROJECT APPROVAL REQUEST FORM
RESIDENTS OF CRYSTAL WATERS
PRINTED VERSION
(Revised and adopted 10-19-2022)

Check appropriate box:

_____ Maintenance Request

_____ Approval Request

Instructions: Print form and complete Section 1. Hand-deliver to any board member, or scan document and email to barbaraloudgers@gmail.com.

Section 1: To Be Filled Out By Homeowner

Date: _____

Homeowner Name: _____ House Number: _____

Location of work to be done: _____

Explanation of maintenance needed *or* project for which approval is being requested:

Reason for this request: _____

Section 2: Board Use Only

Request # _____

Who Needs To Do Work: _____

Estimated Cost: _____ Total Actual Cost: _____

Date of Approval: _____ Date Completed: _____

Expense Account To Be Charged: _____