**Dear Concorde Hill Crest Villa & Plot’s owner**

Based on many individuals’ request on maintaining their individual plot’s, Association is gathering initial information from the individual plot owners to facilitate such tasks on additional charges by hiring additional housekeeping staffs separately. We may hire one staff (based on kind of services opted by the individual) to maintain 10-12 plot’s, with an aim is to minimize the cost of individual’s plot maintenance, this will be in addition to the common maintenance.

Requesting interested owner’s to kindly the FORM and SUBMIT by mentioning services they would be interested to avail.

* [Service 1: e.g., Plot cleaning, debris removal, etc.]
* [Service 2: e.g., Lawn and Garden maintenance, tree trimming, etc.]
* [Service 3: e.g., Fence repair, pest control, etc.]

Cost of these services will be evaluated by the Association based on number of interested plot owners request.

To,  
The Secretary  
Concorde Hillcrest Owners Association, [choa@cchillcrest.in](mailto:choa@cchillcrest.in)

Subject: **Request for Individual Plot Maintenance [ Plot no.: : Phase: ] and Other related Services**

I am aware that these services may be availed on a nominal charge basis, and I am happy to cover any associated costs to this service which is in addition to the GENERAL MAINTENANCE COST as determined by the association.

Please let me know the charges for the requested services, as well as the expected timeline for completion. Kindly share the payment procedure and any other formalities that need to be completed on my end.

I appreciate the continued efforts of the Concorde Hillcrest Owners Association in maintaining the community and ensuring a pleasant living environment for all. I look forward to your prompt response and assistance with my request.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Email/Phone Number]  
Concorde Hillcrest Plot [Your Plot Number]

Contact No:

Email ID: