

Waterside of Suntree Work Order Request
Please email this form to AlangAMmgmt@gmail.com
4865 Revenna Court Unit # 103
Melbourne, FL 32904

This form is for the purpose of requesting that the Waterside of Suntree Condominium consider, approve/deny, and if approved, incur the cost of the repairs. and if needed, provide an estimate of the expense to complete the repair and a timetable for the repairs to be completed. The estimate will be sent to the Management Company and the Board of Directors for approval, before any work is performed. All efforts will be made to ensure that the approved repairs are completed in a timely manner. Please understand the timetable for completing repairs is dependent on the availability of materials, the scheduling of the required labor, the access to the property and the weather. A copy of the approved or denied repair request will be provided to the person completing this Repair Request within 30 days from the date the Repair Request is received by the Management Company.

Owner: _____ Area of Unit or Common Area _____
Address: _____ Phone: _____
Email: _____ Alt. Phone: _____
Date: _____

Request Type:

Unit area and or Common Area. Include sides, i.e., North, South, East, West

Description of Issue: _____

Adjoining and/or Impacted Properties or Common Area (use back of form for additional space)

Neighbor 1: _____ Phone: _____
Address: _____ Contact Date: _____
Neighbor 2: _____ Phone: _____
Address: _____ Contact Date: _____
Neighbor 3: _____ Phone: _____
Address: _____ Contact Date: _____

Homeowner Comments (use back of form for additional space)

A review will be made with respect to functionality, safety or compliance with governmental regulations. The undersigned expressly disclaims liability of any kind with respect to these plans, the review thereof, or any structures built pursuant hereto, including but not limited to, liability for negligence or breach of express or limited warranty.

Vendor Completes:

Vendor Contact Date: _____ Visit Date & Time: _____
Evaluation: ____

If needed, please provide a separate written estimate of the proposed work and a timetable for completion.

Board Member: Print: _____ Sign: _____

Approve/Deny recommendation _____

Date presented to HOA Board of Directors: _____

Date Approved/Denied by HOA: _____

Date Homeowner Notified: _____