

Rayburn Country Condo Management Association Work Order Form

Effective January 1, 2026

Every construction or renovation project requires clearance from the condo section lead and approval from the RCCMA Board. Work must be performed by insured contractors only, and proof of contractor insurance must be attached to the email request submission.

All construction, renovation projects and regular maintenance specific to an individual condo, condo deck, or condo patio (i.e. not common space(s)) is the responsibility of the condo owner and must be paid for directly by the owner or through a special assessment agreed upon by all owners in the relevant condo section. RCCMA does not cover these expenses.

Owner Information

Name:	Date:
Address:	
Email:	Phone:
Section: __ Club Villa __ Club Walk __ Golfview Villa __ Fairway Villa __ Players Place __ The Point	

Description of Work

Please provide detailed information about the construction or renovation requested:

Contractor Information and Bids

Contractor Name:	
Contact Number:	Bid:
Contractor Name:	
Contact Number:	Bid:
Contractor Name:	
Contact Number:	Bid:
Attach proof of insurance to the email submission.	

Submission Instructions

Complete this form and email it, with proof of contractor insurance attached, to RCCMA at rccmaorg@gmail.com.

Approval Section

Section Lead Clearance	Approved / Not Approved
Board Approval	Approved / Not Approved