Use this form to notify the SCPOA Board of Directors if you believe there is a need for maintenance or have a question regarding maintenance to an area for which SCPOA is responsible. Requests for maintenance on your private property will not be considered. Begin filling the form by inserting text in the grey, self expanding boxes.

(All member information shall be held strictly confidential by the SCPOA Board of Directors.)

Member information: (Items marked by \* are required.)

\*Name:       \*Property: Unit #   Lot #     or

\*Member’s Swansboro property Address:

\*Mailing address if different from above

\*Phone:      Email:

Best method to contact you:

\*Check all that apply; Phone ( ), Email ( ), Mail  )

\*Location of Maintenance Request / Inquiry:

Street/Road/Court

Nearest Cross Street

Near Street Address Number

\*What maintenance is required/suggested? (Limit to 500 characters or less)

\*Date:      \* Member’s signature:

(If this form is sent electronically you affirm that any electronic signature is yours and used with your consent.)

Please email your form to sarah.hinton@managementtrust.com, fax to: Swansboro (916) 985-3744 or simply mail to: Swansboro, c/o The Management Trust, PO Box 1459, Folsom, CA 95763-1459. To e-mail this form: complete it and add as an attachment or copy and paste the form, beginning below the logo, and paste into your e-mail. Type ‘Swansboro Maintenance’ in the subject line.