



# SCPOA MEMBER MAINTENANCE REQUEST / INQUIRY Tracking #M- \_\_\_\_\_

(OFFICE USE ONLY)

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.

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

To begin filling this PDF form in Adobe Reader select **Edit** in the menu bar, then **Manage Tools**, then **Comment**, then select the large, plain "T" in the Comment area tool bar. Place your cursor at the red = on the form, click and begin typing. Move and click your cursor from = to next = to fill in.

**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 = \_\_\_\_\_

Nearest Street Address Number = \_\_\_\_\_

**\*What maintenance is required/suggested?**

= .  
= .  
= .  
= .  
= .

\*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](mailto: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.