

# The Terraces Condominiums

Submit to: Mr. Jack Baker HOA Community Manager

jackb@camanagers.com

## HOA & Unit Owner, Maintenance Repair Request

Date \_\_\_\_\_

HOA / Unit: \_\_\_\_\_ Owner: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel/Mobil: \_\_\_\_\_

HOA or Unit Owners, Description of concern or issue:

---

---

---

### Homeowners, please note:

The Terraces Condominiums is not responsible for the interior of your unit, sliding doors, AC, heat pumps, lights or fixtures controlled by an interior switch, water lines, interior sewage pipes, general plumbing issues and any add-on from the base unit construction. If an adjacent unit damages your interior property you will need to notify that specific property owner and your / their insurance company for resolution. All remedies should be taken immediately to minimize the damages to your and subsequent units. If a unit is vacant call and notify a board member immediately they can provide you the adjacent Units Owner contact info. The Terraces Condominiums will not cover damages to the common property or associated cost to remedy caused by any Unit Owner, his tenant or their guest.

The Terraces Condominiums is responsible for the exterior finish and structure of your unit as well as maintenance of the common areas including green space. It includes but is not limited to the front decks and siding, front door, windows, structural post, header and railing on rear decks and control of water in to the building, and irrigation.

---

### Below is for The Terraces Condominiums use and response only:

The Terraces Condominiums Recommendation / Response:

---

---

Sign off: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Date: \_\_\_\_\_

HOA Board Approval

HOA Manager

Time line: \_\_\_\_\_ Fixed internally \_\_Yes\_\_ No\_\_ Total Fixed Cost \$ \_\_\_\_\_ For Material & Labor

Request for Proposal 1) \_\_\_\_\_ Est. \$ \_\_\_\_\_ Request for Proposal 2) \_\_\_\_\_ Est. \$ \_\_\_\_\_

Time line from start to completion: 1 week, 2 weeks, 30 days (Payments made only upon verified completion)

Payment Sign Off: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Dated: \_\_\_\_\_

HOA Board Approval

HOA Manager