

STONEHEDGE ON THE HILL

NOTICE OF PLANNED MAINTENANCE

Name: _____ Unit #: _____ Date: _____ Tel # _____

SUBMIT THIS FORM TO DOCUMENT planned EXTERIOR MAINTENANCE of your unit.
MAINTENANCE includes:

- MINOR REPAIRS to EXISTING Trim, Siding, Pavers, Concrete, Brick, Skirting
- Re-Painting on the EXTERIOR using the EXACT SAME COLOR as EXISTING
- Replacing SCREENS; Replacing GUTTERS & DOWNSPOUTS (SAME Color as EXISTING)
- Replacing Doors (with NO change in SIZE or COLOR)
- Replacing Broken Window (same Size & Style)
- Replacing Windows SAME FOR SAME (NO change in Number, Size or Style)
- Replacing AC Unit in EXACT SAME LOCATION as Existing
- Roof REPAIR (Full Roof Replacement REQUIRES Board Approval: Submit Request to Make Additions/Changes Form)

****NOTE:** All work that requires a PERMIT (City or County) is FULL RESPONSIBILITY OF THE OWNER. A copy of the PERMIT must be turned into the Office and a COPY MUST BE POSTED ON THE UNIT.

IMPORTANT REMINDER: Items above that are considered MAINTENANCE will not require Board Approval, **however a pre-maintenance PHOTO must accompany this form.** The Form & Photo must be submitted PRIOR to the start of any maintenance.

DESCRIBE THE MAINTENANCE YOU ARE PLANNING:

(A Pre-Maintenance Photo must be provided with this form.)

DATE OF PLANNED MAINTENANCE: _____

****REQUIRED**:** ATTACH A PHOTO OF THE EXISTING AREA or EMAIL THIS FORM AND PHOTO TO: stonehedge3@tampabay.rr.com.

ANY QUESTIONS, PLEASE CONTACT THE STONEHEDGE OFFICE: 727-934-7917.
Forms & Photos can be submitted VIA EMAIL to: stonehedge3@tampabay.rr.com
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FOR OFFICE USE

Date Received: _____ Photo Received _____ Manager Signature _____