

**THE RETREAT AT GREENBRIER CONDOMINIUMS ASSOCIATION
RULES AND REGULATIONS**

EXHIBIT H-1 – Maintenance Request

(Added February 27, 2018)

Submit signed Request to the Association Manager: bherring@theselectgroup.us

Reference: Rules III.A.

Date _____

Owner/Resident's Name _____

Unit Address _____

Home phone _____ Cell phone _____ Email _____

Instructions:

Owners and residents serve an important role in identifying maintenance items on the exterior of their Units and throughout the Common Elements and Limited Common Elements. Exhibit H, *Association and Owner Maintenance Responsibilities*, provides a reference tool when identifying items that the Board will address.

This form is for routine maintenance. EMERGENCIES or inclement weather issues must be reported immediately to at least one Board member and to the Association Manager.

Item Description and Location (Pictures are helpful.) _____

Suggestions for Action(s) to be Taken _____

Best time to contact you. _____

Resident's Signature: _____ Date: _____

THANK YOU for your interest in maintaining our beautiful community.

FOR ASSOCIATION USE

Date Received by Association Manager _____ Date Forward to the Board _____

Owner Responsibility Date Returned to Owner/Resident _____

Association Responsibility – Action Taken _____

By _____ Date _____

Request Closed By _____ Date _____