

STONEHEDGE ON THE HILL

NOTICE OF PLANNED MAINTENANCE

Name: _____ Unit #: _____ Date: _____

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) - City of Tarpon PERMIT REQUIRED
- Replacing Broken Window (same Size & Style)
- Replacing Windows SAME FOR SAME (with NO change in Number, Size or Style) - City PERMIT REQUIRED
- Replacing AC Unit in EXACT SAME LOCATION as Existing
- Roof REPAIR *(Full Roof Replacement REQUIRES Board Approval: Submit Request To Make for Additions/Changes Form)*

IMPORTANT NOTE: Items above that are considered maintenance will not require Board Approval, **however a pre-maintenance PHOTO must accompany this form.**

Forms 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 _____

Board Approved: