



Repair/Maintenance Request

Any repair or maintenance submitted to the Town Homes at Wood Run HOA Board of Directors must be for items that are the responsibility of the Association per the latest version of the Town Homes at Wood Run HOA "Responsibility Matrix" document.

Resident Name _____

(required)

Unit# _____

(required)

Phone Number _____

Request Description

Use reverse side of this form, or attach a second page if necessary. Attach photos or sketch, if applicable.

(please print)

I understand that the Board will act upon this request as quickly as possible and contact me in writing, or via email, regarding their action.

Resident Signature _____

Date _____

Send Completed Request To:

Town Homes at Wood Run HOA

c/o Crofton Perdue

111 Marsh Road - Ste 1

Pittsford, NY 14534

—OR—

Email to: info@croftoninc.com

Do not write below this line

Board Member _____

Date Received _____

Board Facilitator _____

Date Completed _____

Comments: