

MANAGEMENT & BOARD COMMUNICATION WORKSHEET

Date: _____

Name: _____

Home Ph: _____

Address: _____

Please use this form for any communication to the manager or a board member. Place form in Lock Box. Use the diagrams to mark the location of any problems you may be having. Disregard the sunroom if you do not have one. Choose diagram that best represents your unit.

Work or other items to address:

Please deliver to: _____

Office use:

Please mark location of work needed done. If multiple items, please use "A", "B", "C", etc. to mark location with description to match.

