

# Ashton Lakes Work Order

Owner's Name (please print) \_\_\_\_\_

Owner's building number \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Please indicate the subject of this work order with a checkmark.**

\_\_\_\_\_ Violation of an existing ALC policy\*

\_\_\_\_\_ Attention to a condition in a common area\*

\_\_\_\_\_ Request for plantings or other landscaping issues\*\*

\_\_\_\_\_ Attention to a problem with the owner's building\*\*\*

\_\_\_\_\_ Attention to a problem in the owner's unit\*\*\*\*

\_\_\_\_\_ Request for a change in ALC policy\*\*\*\*\*

**State as specifically as possible the nature of the violation, condition, problem or request.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**State the location of the violation, condition, problem or request.**

Building number \_\_\_\_\_ Unit Address \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

## FOR OFFICE USE ONLY

For a subject marked \* refer the work order to the manager.

For a subject marked \*\* refer the work order to the Grounds Committee.

For a subject marked \*\*\* refer the work order to the association president or board.

For a subject marked \*\*\*\*\* refer the work order to the ALC president.

Resolution: Work Completed (date) \_\_\_\_\_ Work denied because \_\_\_\_\_

\_\_\_\_\_

Completion Awaiting \_\_\_\_\_

Referred to \_\_\_\_\_