

# WOODBIDGE PARK ASSOCIATION

## LANDSCAPE / GROUNDS ISSUE REPORT

Date: \_\_\_\_\_

Person(s) making report are:

Property Owner \_\_\_\_\_

Tenant \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Park Address: \_\_\_\_\_

Off-site Owner Address: \_\_\_\_\_ Phone# \_\_\_\_\_

\_\_\_\_\_

Board of Directors:

I/we have noticed the following issues in our area that require appropriate maintenance.

Please detail exact location and nature of problem so that maintenance / management personnel can follow-up accurately and quickly. (Example 1~ Sprinkler head broken in lawn at xxxx Thrasher, between south side of sidewalk and front door path. Water gushes when sprinklers come on. Example 2~ Trash enclosure being used for storage at xxxxTern)

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

OFFICE USE:

ISSUE RESOLUTION FOLLOW-UP \_\_\_\_\_

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

RESOLVED DATE: \_\_\_\_\_ SIGNATURE (BOARD): \_\_\_\_\_