

# Maintenance Request Form

| INFORMATION |                  |
|-------------|------------------|
| Name:       | Date of Request: |
| Location:   | Phone Number:    |

**Category of Request:** ☐ Road Work ☐ Green Area ☐ Beach ☐ Building ☐ Tree Work  
☐ Ditch Work ☐ Cart Path ☐ Other

## Priority Level:

Select the urgency level that best fits the maintenance request need.

- ☐ **Low** (minor issue or cosmetic concern)
- ☐ **Medium** (inconvenient but manageable)
- ☐ **High** (significantly affects daily living)
- ☐ **Emergency** (immediate safety risk or property damage)

## Describe your Problem or Request:

(submitted pictures can be helpful as well)

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All requests for maintenance or repairs in the community, other than a legitimate emergency, are required to be submitted in writing to Holiday Lakes POA. If the request is a true emergency, please contact the office immediately (419-935-0238). All requests are processed and categorized by type of work, budget and time frame of when request can be scheduled and completed. Weather and season schedule can affect the time for the request to be completed. Requests do not happen overnight and will be worked into the schedule as it allows depending on the priority.