

THE CLOISTER AT ST. HENRY

MAINTENANCE REQUEST

Please Print

Name: _____ Date: _____

Address: _____ Phone: _____

Email: _____

Circle or highlight best category to describe problem and give details in space below.

Columns	Pest Control
Clubhouse	Privacy Fence
Drainage	Pool
Deck	Rock/Cement Wall(s)
Driveway	Roof (only authorized persons on roof)
Entry Stoop/Sidewalk	Rotten Wood
Exterior Trim, Siding, Brick	Sidewalks
Fallen Tree/Limbs - 20 feet or more from unit	Streetlights
General Common Elements needing attention	Steps/Railings
Gutters/Downspouts/Drainage	Storm Damage to exterior
Leak or Flooding - origin unknown	Stray Animal(s) - Cats, Dogs, etc.
Load-Beating Walls	Termite or Borer Bee
Patio	Tree Trimming/Removal - more than 20 ft from unit

Please provide the details of your maintenance request here:

Complete form and drop in the Clubhouse Office "slot" or email to:

valerie.williams@ghertner.com