

Park Place Condo Association Repair/Maintenance/Exterior Modification Request Form

Please use this form for all repair/maintenance/exterior modification requests. As a general rule, all repairs and maintenance to the inside of the unit are the sole responsibility of the unit owner. Changes to the exterior of a unit (or landscaping, etc.) must also be approved by the Board.

Complete this form and submit it to PPCA by mail at PO Box 471 Spring Lake, MI 49456, or e-mail to ppassoc@comcast.net. Use additional sheets if necessary and be as specific as possible. External changes should include support materials such as drawings or plans if possible.

Following board action, a copy will be returned to the owner making a request.

Address:

Owner Name:

Date:

Request:

Board Action:

Date:

Feedback:

(Did contractor arrive as promised? Was the work done properly? Can we pay the bill?)