

MANAGEMENT & BOARD COMMUNICATION WORKSHEET

Date: _____ Name: _____

Phone: _____ Address: _____

Please use this form for any communication to the manager or a board member. Place form in Lock Box.
Use the diagrams to mark the location of any problems you may be having. Disregard the sunroom if you do not have one. Choose diagram that best represents your unit.

Work or other items to address: _____ Please deliver to: _____

Office use:

Please mark location of work needed done. If multiple items, please use "A", "B", "C", etc. to mark location with description to match.

