

MEADOWS OF HIGHLAND

meadowsofhighland.org

July 2020

DEAR HOMEOWNER,

Your Board of Directors has been working to improve communication here at the Meadows. A step toward that goal is the establishment of WORK ORDER REQUEST FORM.

Our hope is to provide a vehicle for residents to bring up areas of concern and to get a timely resolution to the situation. The Work Order is not meant for emergencies. An emergency would require a direct phone call to Ed Dzioba, Property Manager. Rather, the Work Order is to be used to bring attention to issues relative to landscape or maintenance. The Work Order Request does *not* replace the Architectural Variance, which is still required for external changes to your property.

For instance, you may wonder if overgrown shrubs on common property can be trimmed. The Work Order Request gives residents a chance to ask permission to do the job themselves, or to ask the HOA to get to the trimming soon. The Work Order Request would be directed to the specific committee members dealing with that area and a judgment would be made relative to the request.

Another situation might be that you see mold growing on your siding. For that you could fill out the Work Order Request and ask that our handyman be hired to power wash it off.

A copy of the form is on the next page. Please save it for future use. Additional hard copies can be found in the vestibule of the clubhouse. The form will also be accessible on our website soon. The most efficient form of submission would be via email to Ed Dzioba at emdzioba@gmail.com. For those without computers, you can submit them to the address below. You can also give them to any board member.

Your Board Members

Meadows of Highland, Andrushat Real Estate Services, PO Box 448, Getzville, NY 14068-0448

WORK ORDER REQUEST

Date: _____
Name: _____ Unit # _____

E-mail: _____
Phone: _____

Area Type: Common Area _____ Residence _____

MAINTENANCE

Item: Lighting _____ Painting _____
Pool _____ Clubhouse _____
Pressure washing _____
Other _____

LANDSCAPE

Item: Drainage/Pond _____
Trees/Shrubs _____
Mowing _____

The project I would like to do (____) OR have the HOA do (____) is:

Maintenance or Landscape Committee approval/disapproval: _____ Date: _____

Submit request to: emdzioba@gmail.com (preferred);

Or to the address below; Or any board member