

**HEIGHTS AT WAILUNA
MAINTENANCE WORK ORDER**

Unit: _____ Urgent: Yes__ No__ Date _____

Requested by: __ Homeowner (Name: _____)
 __ Board __ Site Manager __ Property Manager

TYPE OF COMMON ELEMENT MAINTENANCE

Fence Front picket Gate Rear Wood Rear iron

Concern: _____

Lawn / Landscaping Grass Flowers Shrubs Other

Concern: _____

Rain Gutter: Down Spout Drain Pipe Main Guttering

Concern: _____

Sprinkler: Part Inoperative Part Damaged Location: _____

Concern: _____

Tree: Location: _____ Type: _____

Needs Trimming Root Damage Other: _____
Concern: _____

Other: Specify item and concern: _____

SITE TEAM ACTION

Date Received: _____

Work Completed Unable to Complete Work (informed requester on _____)

Action Taken / Explanation for Delay: _____

Date: _____ Time: _____ Signed: _____

Maintenance Form Process

1. Fill out the Heights at Wailuna Maintenance Work Order form completely
2. Submit your form to the property manager
 - a. Email LeslieC@HawaiianProp.com
 - b. Fax 808-521-2714, ATTENTION: Leslie Chang
 - c. Mail to:
Hawaiian Properties, LTD.
1165 Bethel St
Honolulu, HI 96813
Subject: Heights at Wailuna
3. The property manager will review the request and determine what action is required, unless Board approval is required, document that action and sign off on the form.
4. If unable to take action, the property manager will document the reason and notify the Homeowner of the situation and sign off on the form. Any corrective action that requires Board discussion or approval will be brought to the attention of the Board and discussed at the next regularly scheduled Board meeting.