

Pebble Lake Townhouse Owners' Association, Inc.  
Building Maintenance Form

Name of Homeowner: \_\_\_\_\_

Address of Homeowner: \_\_\_\_\_

Email Address and Phone number of Homeowner: \_\_\_\_\_

Maintenance Issue: \_\_\_\_\_

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Include photo(s) of maintenance issue and date issue occurred.

Email form and photos to: [maintenance.committee@pebblelakehoa.com](mailto:maintenance.committee@pebblelakehoa.com) and reference the subject line as Pebble Lake Building Maintenance Issue.

The maintenance issue will be reviewed by the Maintenance Committee and submitted to the Board. A written response will be provided to the homeowner within 60 days.

**Disclaimer: Per Article IV, Section 2.E of the Declaration, the Association is not responsible for any repairing or replacing on the Lot if the “insurance the Owner is required to maintain pursuant to Article VIII, Section 5 covers such repair or replacement.” This could include but not be limited to storm damage, acts of nature, etc. Additionally, if an emergency, which is causing additional damage, i.e. water or moisture actively entering your home, the homeowner should take reasonable immediate steps to mitigate the damages, and submit a form to the building maintenance committee as soon as possible.**

**Owners are not to initiate maintenance, repair or replacement for those components of a Lot to which such duties are the obligation of the Association. The need and timing of the Board addressing its duties and obligations in this context are within the discretion of the Board, but should always be in compliance with Article IV, Section 2.E. of the Declaration and in a manner that is in the best interest of the Association.**

**Consequently, Owners are discouraged from initiating repair, replacement or maintenance work on the components of a townhome that are part of the Association’s responsibility in accordance with the Declaration. The Board will not reimburse Owners for unilateral action and costs expended in this fashion. Cosmetic issues will be handled in a normal maintenance routine, as determined by the Board.**

**APPROVED**     **DENIED**                      **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
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**Signed:** \_\_\_\_\_                      **Title:** \_\_\_\_\_