

Division 17 Unit Exterior Maintenance Request

Please submit your request in writing, describing what exterior work to the unit needs attention. Describe exact location of the item, including the closest unit address.

1. **Routine requests**, please print and complete this form and mail to:
Sunland Division 17 Owners Association PO Box 1655, Sequim, WA 98382
2. If **urgent**, please email the Division 17 Exterior Maintenance Committee at:
maintenance@sunlandnorth.org

Before submitting your request, please note:

- Requests/concerns, except for emergencies, shall be in writing, to facilitate assignment and follow-through.
- Requests are reviewed and responded to within 30 days of receipt.
- Concrete is a natural product and often cracks and settles over time. Concrete is only repaired or replaced at the expense of the Association if the vertical or width displacement is evident over ½ of an inch.
- Maintenance of exterior items installed after original construction, such as enclosed yards, railings and screen doors shall be to Association standards and their maintenance is at the sole expense of the unit owner. Pre-approved exterior “privacy walls” will become part of the Association’s regular maintenance program.
- Per the Covenants of Sunland Division 17 Owners Association, each Owner shall at his or her own expense keep in good order glass in windows and doors and all deck surfaces.
- Skylights cannot be cleaned because of potential roof damage and roof leaks; owners shall not access the roofs, nor hire anyone to access the roofs, for any purpose.
- Moss killer is applied to roofs periodically by the association.
- Exterior Maintenance items that are at the expense and discretion of the Division 17 Owners Association are: roof repair, replacement and cleaning; gutter repair, replacement and cleaning; exterior trim and siding repair or replacement; perimeter fences; painting repairs and repaints; concrete cracks and settling if greater than ½” displacement is evident; exterior light post repairs and bulb replacements; mailbox repairs and maintenance.

See also Division 17 Rules and Regulations, Appendix A “Exterior Maintenance, Repair, and Replacement Responsibilities”

Exterior Maintenance Request: _____

Address where work is to be done:

Requestor’s name _____ **Date:** _____

(please print)

Requestor’s street address: _____

Requestor’s phone number: _____