



Nepenthe Association

Grounds Committee Service Request

Submit by email, mail, clubhouse front desk or mail slot.

Request Information	
Your Name:	
Property address:	
Email:	
Phone number:	
Date of Request:	

Description of Request (Please include detailed **location and pictures**):

Process for Homeowner requests

- Submit Service requests with pictures
- Grounds committee reviews and makes recommendations –
- Grounds Committee votes to approve and get a proposal from Landscape Contractor - if the request is denied homeowner is notified
- Landscape Contractor provides proposal
- Grounds Committee reviews and approves and it goes to the board for approval
- Planting occurs between **October 1st and May 1st**
- **Process can take up to six months** - homeowners will not be contacted unless the request is denied.

HOMEOWNER SIGNATURE: _____ DATE _____

OFFICE USE ONLY:		
Date Received:	Received by:	
Work Order Generated? Yes ☐ No ☐ If yes, WO #_____ If no, explain:		
Communications		
Date: _____	Describe: _____	Initial: _____
Date: _____	Describe: _____	Initial: _____