

**SAUSALITO PLACE HOMEOWNER'S ASSOCIATION  
WORK ORDER FORM**

**PLEASE RETURN THE COMPLETED APPLICATION TO THE  
HOMEOWNER'S LOCKBOX LOCATED IN FRONT OF THE  
CLUBHOUSE**

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**THE BOARD OF DIRECTORS**

**Fill out this form if you require work to be done that is the HOA's  
responsibility. Architectural requests are made on a separate form.**

**UNIT OWNER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

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**Please choose only one item per work order**

\_\_\_ Landscaping.

\_\_\_ Pool Issues

\_\_\_ Fencing

\_\_\_ Building Exterior

\_\_\_ Trees or bushes maintained by  
the HOA

\_\_\_ Miscellaneous

\_\_\_ Sidewalks/Cement/Driveway apron

**Please print clearly:**

1. What is the nature of your request?
2. Enter the exact location of the problem.
3. Attach any supplemental pictures or documents.