

WOODFIELD PROPERTY OWNERS ASSOCIATION, INC.

2755 WOODFIELD BOULEVARD, VERO BEACH, FL. 32966

WORK ORDER REQUEST

To be completed by requesting party:

Name _____ Phone Number _____

Address _____ Email Address _____ Date ____/____/____

Request For:

Landscape - Irrigation - Maintenance - Other - Architectural Control Committee (ACC)

(Circle category above for type of work requested. Submit separate Work Order Requests if both Landscape and Irrigation work are requested. Also circle Architectural Control Committee if work requires ACC approval. (See back side of form)

2. Specific Work Requested:

3. Office Use:

Action Taken: _____

4. Completed By: _____ **Date:** ____/____/____

SYSTEM

Entered into System: ____/____/____ By: _____

Email Vendor: ____/____/____ Copy to ACC Box: ____/____/____

Closed in System: ____/____/____ By: _____

Email Vendor: ____/____/____ Email Homeowner: ____/____/____

See back of form for additional instructions.

Additional Instructions and Information

- When homeowners desire to make changes or alterations to their property, e.g., patio/screen room additions, changes to the existing landscape plantings, addition of landscape curbing, driveway, sidewalk or patio pavers, etc., a completed Architectural Change Request form (ACR) must be submitted to the Architectural Control Committee (ACC) for approval. A copy of the homeowner's property survey, marked-up to show the location of desired changes must also be submitted along with a completed Work Order request form for an irrigation survey.
- Irrigation surveys are performed by the Association's irrigation contractor, at no charge to the homeowner. They will locate and flag sprinkler heads and irrigation water lines in close proximity to areas identified for changes on the submitted property survey copy. The purpose of the irrigation survey is to help avoid damage to the irrigation system during homeowner-proposed project work, which would have to be repaired at homeowner expense.
- If modification of the existing irrigation system is required to accommodate the homeowner's project, the irrigation contractor will provide a cost estimate to the homeowner. The homeowner is responsible for all modification costs. Homeowners may also obtain alternate bids for such irrigation work from outside contractors, but must submit contractor documentation identified on the ACR form when outside contractors are utilized.