

LEAVE IN THE OFFICE

CLUB CHALET VACATION INSTRUCTION

The summer months are characterized by accelerated plant growth and extreme weather patterns, which may produce emergency situations. For routine maintenance it is the homeowner's responsibility to contact and pay for any maintenance services that are required during their absence; therefore the Board of Directors request that you provide the following information:

Name _____ Unit No. _____

Alternate Address _____

Tel.No. () _____ Cell No. () _____

Fax No. () _____ Email Address: _____

Leaving _____ Returning _____

Chatter to be sent to: Club Chalet Address _____ **OR** Alternate Address _____

Home Information:

1. Local person to call in case of emergency.

Name _____ Tel. No. () _____

2. Location of Keys:

Key in office: _____ Designated person to receive the office key:

Name _____

Designated person **with a key**: _____

Tel. No.() _____ Cell No. () _____

Maintenance of Exterior Perimeter of Home: This includes any weeding of plants trimming of shrubs, fruit and/or ornamental trees for excess growth and/or dead branches and the cleaning of gutters. To provide any of these services that I consider necessary, I have contracted: (Name) _____ and I will be responsible for payment of the work.

The **Lawn sprinkler system** WILL _____ WILL NOT _____ (please select) be functioning during the summer and will be maintained by: _____. I will be responsible for payment of any work necessary to maintain the system.

SIGNED: _____ DATE: _____