

## Snowbird/Extended Vacation Information

(For Club Chalet office use)

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(s) \_\_\_\_\_ Unit No. \_\_\_\_\_

Alternate Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email(s) \_\_\_\_\_ / \_\_\_\_\_

Date Leaving \_\_\_\_\_ Date Returning \_\_\_\_\_

Note: Chatters can be emailed if email is provided (Chatters are not mailed out)

### Information:

1. Local person to call in case of emergency.

Name \_\_\_\_\_ Tel. # \_\_\_\_\_

2. Location of Keys:

Key in office: \_\_\_\_\_ Designated person to receive the office key:

Name \_\_\_\_\_

Designated person with a key: \_\_\_\_\_

Tel. # \_\_\_\_\_ Cell # \_\_\_\_\_

**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 are necessary in my absence, 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: \_\_\_\_\_