

Maintenance Log

Since 1/1/2014

Sample HOA

Common Area Maintenance Problems

Area		Description				Group	
Sample HOA							
St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2014-DR-00003	1/13/14	General Repair	Gate Equipment		- Status was changed from 'Open' to 'Service Request'. - Created servicerequest maintenance issue. - Status was changed from 'Service Request' to 'Closed'.	1/13/14 1/13/14 1/13/14
Area		Description				Group	
Sample HOA							
St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2014-DR-00002	1/13/14	General Repair	Picnic BBQ Equipment		Status was changed from 'Open' to 'Closed'.	1/13/14
Note:: (1/13/14) Test for Closing without a Vendor.						Created closed maintenance issue.	1/13/14

Unit Maintenance Problems

Lot		Address		Owner		Group	
111		111 Hicks Road		Donald and Daisy Duck		Sample HOA	
St	WO #	Prob Date	Category	Problem	Vendor	Action	Sent
C	2014-DR-00001	1/13/14	Handiman Work	Stucco Repair	Will Marshall	- Created open maintenance issue. - Sent '1 Work Order' letter. - Status was changed from 'Open' to 'Closed'.	1/13/14 1/13/14 1/16/14
Notes: (1/13/14) East corner of structure needs repair.							