



Dear Strathmore Gate East Residents:

The Board of Directors wanted to make sure you continue to be aware of the work order system we have put in place to serve you. Utilizing this process will help us keep better track of the work orders placed by residents and lets us hold our employee, landscaping company, and other vendors accountable.

In order to submit a work order please refer to the step-by-step instructions below:

1. Find a work order in the container between the swimming pool and maintenance building
2. Complete the form – remember to press hard since you will be making three copies. Please take the time to include as much information as you can about your issue.
3. Sign and date the form. We will not act on any requests that are anonymous
4. Keep the back copy – the pink one
5. Deposit the form in the mail slot by the forms holder

Once you submit your request, it will be received by Mat who will prioritize it along with other work orders, complete the work or delegate it to a vendor, as appropriate. Once the work is complete, Mat will inform you about what work has been done or if there is a reason the work cannot be completed.

Strathmore Gate East Board of Directors