

KIRKWOOD HOMEOWNERS ASSOCIATION

1545 KIRKWOOD DRIVE GENEVA, ILLINOIS 60134

Date: _____

MAINTENANCE ALERT

Dear _____:

In the interest of maintaining Kirkwood property values and a safe, beautiful living environment, the Board would like to draw your attention to the following maintenance items identified on your property that need corrective action. These actions are homeowner's responsibilities according to Rules and Regulations on pages 15-17 in your Home Owner's Manual.

Storm Door	Needs replacement <input type="checkbox"/> Repair <input type="checkbox"/>		Patio Fence	Needs stain <input type="checkbox"/> Needs paint <input type="checkbox"/>
Deck	Needs stain <input type="checkbox"/> Repair <input type="checkbox"/>		Exterior lighting rear	Needs replacement <input type="checkbox"/> Repair <input type="checkbox"/>
Deck stairs	Needs replacement <input type="checkbox"/> Repair <input type="checkbox"/>		Exterior lighting front	Needs replacement <input type="checkbox"/> Repair <input type="checkbox"/>
Patio	Repair <input type="checkbox"/> Clean up <input type="checkbox"/>		Area under deck	Needs clean up <input type="checkbox"/>
Gutters	Need cleaning <input type="checkbox"/>		Decorative items	Too many <input type="checkbox"/>
Back yard	Needs to be cleaned up <input type="checkbox"/>		Other:	
Window well covers	Needs replacement <input type="checkbox"/> Repair <input type="checkbox"/>			
Railings front	Needs replacement <input type="checkbox"/> Repair <input type="checkbox"/>			
Railings back	Needs replacement <input type="checkbox"/> Repair <input type="checkbox"/>			

Comments:

Home Owner Response Form

Please return the lower section of this form **within 15 days** of receipt, indicating when you will have the corrective actions completed. If using a contractor, please attach a copy of the quote for work being done. This form can be placed in the red mail box

Thank you for your assistance in having these maintenance issues handled properly. Questions can be directed to the Kirkwood Number 630-557-5200.

Home Owner Signature _____: Date: _____