

Canoa Estates II HOA maintenance request form

Common areas are outside the back and side walls of your property, and are managed by the Board. This form is to be used to request that the Board attend to a particular part of our common areas. To request common area work, complete this form and return it to a member of the Board, or email it to ce2hoa@canoaestates2.com. Your request will be reviewed and you will receive a written response.

My Canoa Estates II address: _____ date: _____

The common area that needs to be addressed is:

- ☐ behind my house ☐ beside my house
☐ elsewhere - describe the location here:

The common area work that needs to be done is:

- ☐ cleanup ☐ pruning of damaged or unhealthy growth
☐ pests ☐ street/pavement/sidewalk
☐ rocks/gravel ☐ other

Describe, briefly, the work that you are requesting:

Common areas include all land that is not part of individual property, but is part of our HOA - that's both sides of Gloria, the spaces to our north and south sides, and the sides of streets that don't have homes facing the street (the west side of Estornino, for example). Before common areas are altered, in any way, permission must be granted by the Board. If work on the common areas is approved, and the homeowner wishes to pay for the work in order to expedite their project beyond what the HOA's priorities allow, a written, approved, request is still required.

Request is

- ☐ approved as summarized here:

- ☐ denied; reason summarized here:

Approved work must be completed within 90 days of approval date: / / _____