

WHITEHALL COMMUNITY SERVICES INC
MAINTENANCE SERVICE REQUEST

REVISED 1/15/18

Date: _____
Property Address: _____
Name of Unit _____
Owners: _____
Email Address: _____
Phone Number: _____
Description of _____
Service Request: _____

**When May Work
be Performed?** _____

**Person Making
Request:** _____

To Submit	SENTRY MANAGEMENT INC.
Request, Please	3109 POPLARWOOD COURT SUITE 310
Mail to:	RALEIGH, NC 27604
Email:	gnelson@sentrymgt.com
Fax:	919.790.5824 (ATTENTION: GLORIA NELSON)

Please note: The Whitehall HOA is responsible for repairs to surface of the structures only, from the surface to the framing. The framing inward is the owners obligation, the HOA and is not responsible for any foundation related repairs. If damage or other concerns are discovered during the course of repairs, HOA approved contractors may stop work and provide notification/quotes to the homeowner to complete such repairs, at homeowner expense. Homeowners may, alternatively, obtain a quote for required repairs, within 10 days of such notification. Homeowner repairs must be completed within 30 days of the notification so that HOA responsible work can be completed timely as well. If homeowner declines to perform such repairs, the HOA is authorized to perform repairs as needed for compliance with building code and other regulations, to complete HOA responsible repairs. The cost of such repairs shall be considered an additional assessment on the homeowner's unit, and shall be payable as determined by the Board. The Board is not required to furnish a cost estimate for such repairs to the homeowner, prior to performing required work.