



Request Form

This form is the first step to request funds from the Orchard Homes maintenance/reserve account. Per the Orchard Homes Land Lease Rider signed by all homeowners at closing, the funds in the maintenance/reserve account can be used for major roof repair or replacement and maintenance and repair of the shared driveway and parking area. Proud Ground has full discretion regarding whether or not to approve this request; please refer to your land lease rider for details.

Process

- This form is the required first step for all requests.
- You may access this form online at www.proudground.org/homeowners/homeowner-forms
- This form is only for requests for major roof repair or replacement or maintenance/repair of the shared drive way and parking area.
- Only one request per form.
- Submit the following to request@proudground.org:
 - Completed request form
 - Photos, if applicable
 - Inspection or evaluation of need of repair, if applicable
 - Bids from contractors, if you have them
 - Please put "homeowner request" in the subject line. You may also mail this to the Proud Ground office, attn: Homeowner Requests.
- Your request will be reviewed in the order received; please allow at least three weeks for a response. The response time may take longer if it requires research of zoning issues, staff's current workload, etc. Thank you for your patience!
- If your request is approved you will be required to provide 2-3 bids for the work before funds will be released. If you have already collected bids, please submit them with your request.
- You may be asked to provide more information.

Your Name _____

Address _____

Email & phone (an email address is strongly preferred; please let us know if you do not have any internet access)

Brief description of your repair/maintenance issue (1 sentence)

Amount of money requested to resolve your repair/maintenance issue

How was this amount determined? (1 sentence)

Details of your repair/maintenance issue (include addresses, specific locations, etc.)

What steps have you already taken to address, lessen, or eliminate this issue? (Annual maintenance, evaluated by professional, bids collected, etc.)

What section of your land lease-rider addresses this issue?

Do any other homeowners in your development share this concern? If yes, who are they?

Name

Address

What is your desired outcome of this situation?
