



Rev. 11/2/2023

Work Order

Date _____ Owner Name _____ Address _____

Work Request Description _____

Owner Contact Info _____
Phone or e-mail etc. _____

Work Order Procedure

1. Work Orders should be placed in the box located on the blue Parklane box. The forms can be found in the notice boxes.
2. A Board Director will record the work order and send a e-mail to Parklane.
3. A notice will be given to the person who submitted the work order on its status.
4. No work will be done without work order.
5. Status of work orders will be presented to the board at the monthly meetings.
6. Any work order which requires an unusual amount of money will go before the board for approval. Parklane will be asked to get quotes from licensed specialists to do the work.

Board Of Directors Approval

President _____ Yes No Sign _____ Date _____

Vice President _____ Yes No Sign _____ Date _____

Secretary _____ Yes No Sign _____ Date _____

Treasurer _____ Yes No Sign _____ Date _____

Director _____ Yes No Sign _____ Date _____

