PebbleCreek 42B Villas Association, Inc.

REQUEST INSTRUCTIONS

February 13, 2026

Please submit the request form that fits your needs. This will help us help you better with proper management and transparency via **WOMP**, our Work Order Management Process. Phone calls and or emails will be listened to, but not acted on unless it is an emergency. We will ask that a request be submitted for proper management. If you need help, we will assist you in submitting the request.

Instructions

Click on the **REQUESTS** tab at the top of the **home page** to the right, or use the links below.

1. **ADDED TO WOMP -** Click on the **REQUEST** you need and submit it.
    a. **Landscape Requests** are used for problems related to:
        i. Plants.
        ii. Trees.
        iii. Irrigation.
        iv. Ground Cover.
        v. Getting fencing placed around a plant that critters are eating or damaging.
    b. **Pest Control Requests** are used for:
        i. Problems close to the Villa.
        ii. In the common area near your Villa
        iii. To get your interior treated.
    c. **Plant/Tree Selection Requests** are for:
        i. Reporting dead plants and wanting to choose a new plant/tree.
            1. Selecting a plant replacement that the HOA pays for.
            2. Selecting a plant **larger than the standard 5-gallon size** with a replacement that **you will pay for**.
            3. Reporting a desire to replace:
                a. A **live plant or tree** that you will pay for:
                    i. The ALC will obtain a cost estimate for you.
    d. **Architectural Project Permits** are used for:
        i. Paint or Caulking Repairs
        ii. Solar Panels
        iii. Electric Vehicle Power Conversion
        iv. Any architectural change.
            1. **Click here to see Section B of the GR&Gs**
            2. $20 fee required.
                a. Both the request and payment can be made on the website
                b. Or can be USPS mailed (see instructions)
                c. Have the contractor give you a proposal of work to be done.
                d. Submit any photos or documents to help expedite the request.
            3. **Low Voltage Landscape Lighting Forms**
                a. Must include LVLL site plan from the contractor

e. **Residential Maintenance Requests** are used to get help with:
    i. Not limited to these examples:
        1. Woodpecker holes in the stucco.
        2. Warranted window problems.
        3. Broken roof tiles, not made by any workers.
        4. Paint repair
        5. Large cracks in stucco

2. **NOT ADDED TO WOMP**
    a. **Change of Address Request** is used for:
        i. When you want information sent via USPS to a different address than your Villa address.
        ii. When you want information sent via email to a different email address
    b. **Member's Voice**
    For Confidential or Non-Confidential (Suggestions, Questions and/or Comments)
        - Managed by PDS to keep confidential.
    c. **Communication Request**
    for (Suggestions, Questions and/or Comments)
        i. All go directly to PDS, and our communications team, for proper management.
        ii. Used for: Questions, Concerns, Suggestions or Comments to or about:
            1. Contractors
            2. Directors
            3. Committee, Team, Group or Association Members.
        iii. Provide a clear and concise description of your concern, or suggestion.
        iv. Requests must be respectful and constructive in your communication.
        v. Profanity or personal attacks are not allowed, and will not be posted, or acted upon by the team.
    d. PDS Contact Form - Management Company (Solutions Hotline)
        i. Go directly to PDS for proper communications of:
            1. Comments
            2. Inquiry - (Please contact me)
            3. Suggestion
            4. Website Issues
            5. Complaints

3. **PebbleCreek MASTER HOA** - Submit a **"PebbleHelp Request - Green Card"**
for problems not controlled by 43B.

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Just click "Request" tab on our website.