

PebbleCreek 4 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.
 - c. **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:
 - c. 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

- c. **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](#).