

**Sun Mountain Condominium Association**  
**HOA Maintenance Request Form**  
**PO Box 1202**  
**La Veta, CO 81055**  
[sunmthoa@gmail.com](mailto:sunmthoa@gmail.com)  
[sunmountainhoa.org](http://sunmountainhoa.org)

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**Homeowner Information**

- **Name:**
  
  - **Unit Number or Address:**
  
  - **Phone Number:**
  
  - **Email Address:**
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**Maintenance Request Details**

- **Date of Request:**
  
- **Type of Maintenance Needed: Circle Type**
  - Landscaping
  - Plumbing
  - Electrical
  - General Repairs
  - Other: \_\_\_\_\_
- **Description of the Issue:**  
(Please provide a detailed description of the maintenance issue, including any relevant information such as location, severity, and urgency.)

*Note: Non-urgent maintenance requests will receive the Board's response within 30 days.*

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**Authorization**

I, the undersigned, authorize the HOA maintenance team to enter my property to assess and perform necessary repairs related to this request.

- **Signature:**
- **Date:**

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**Submission Instructions**

Please submit this form to the HOA management office via email at [lockyjanemgmt@gmail.com](mailto:lockyjanemgmt@gmail.com) with any supporting photos or documents. For urgent requests, please contact the HOA office directly at 719-989-0964. Association documents/requests will be kept in accordance with Colorado laws.

**Board Approval/Declination****Request Status:**

- Approved \_\_\_\_\_
- Declined \_\_\_\_\_

**Comments (if any):**

**Board Member Name:**

**Signature:**

**Date:**