

Coventry Villas Owners Association, Inc.
C/O Sunrise Property Management Group
P. O. Box 402 /Huntertown, IN 46748
260-625-6605 /info@sunrisepropmgt.com / www.sunrisepropmgt.com

Maintenance Request & Landscape Change/Addition Request Form

Resident Name: _____
Phone Number: _____ Unit: _____ Building: _____
Email Address: _____
Date: _____ Best time to contact owner: _____
Contractor (if applicable) _____

Please complete this form for all maintenance requests and all requests for changes to villas or landscaping. Written approval is required before starting all projects. Please return this form to Sunrise by uploading this on to the portal, emailing it to info@sunrisepropmgt.com or mailing it to our office

Maintenance Request / Change of Exterior Request

Location and Description of Maintenance Request or Change: _____

- ***Approved storm doors:** Larson Classic View 36" x 80" Sandstone Brass Handle Set Bevel View
- ***Approved exterior lights:** Bayern Outdoor Wall lantern- Antique Bronze
- ***Approved awnings:** Sunsetter- Frame color: Sand, Fabric & Color: #7956 Nutmeg Tweed-Woven Acrylic fabric. Designated Installer: DuHadaway
- ***Approved garage door & Installer:** Overhead Doors. Color: Sandstone

Landscape Change/Addition Request

Location and Description of Landscape Project: _____

(Please include drawings or artists rendition provided by your landscape company)

Do not write below

Date received: _____ Presented to BOD: _____ Action Log: _____

Date Approved/Denied: _____ Date Resident Notified: _____