Ultimar Homeowners' Association, Inc.

Owner/Resident Suggestion and Maintenance Form

Please describe the nature of your suggestion or maintenance request in its entirety. Management will take immediate steps to investigate the situation and take the necessary action to correct any problem that may exist. You will receive a written response describing our action to resolve your suggestion/maintenance problem. Your name, signature, unit #, building #, email address, phone number and date submitted are required. Unsigned dated complaints will not be acted upon.

Submit this form via drop-off to the HOA office located at the south end gatehouse or via email to ultimarhoa@outlook.com.

Unit Owner/Resident's Name:

_____

Building # _____ **Unit #** _____ **Phone:** _____

Email: _____

Nature of Suggestion/Maintenance Request

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Signature of Unit Owner/Resident

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Date Submitted