

Harbor Ridge Townhomes Work Order Request Procedure

In an attempt to streamline service requests and submissions to the HOA, a work order process has been created within the Harbor Ridge website at Harborrydge.org.

What is a Work Order? A Work Order Request is a form for homeowners to utilize in the event they are requesting work to be completed at their unit that may fall under the responsibility of the HOA.

Examples might be: Irrigation issues around your unit, roof leaks, some landscape issues, etc.

Work Order vs. ACC Request? Work Order (as described above) is for requesting work/service to be done about your unit. ACC Request is used when a homeowner wishes to make a change/installation to the exterior of their building, windows, doors or surrounding landscape.

ALL requests for service must follow this work order process. Architectural requests are no longer to be utilized for a work order service request. Also, do not contact Chris Stancil or Ameritech for a work order request. Going forward, only use the work order request form on the website for a potential work order service.

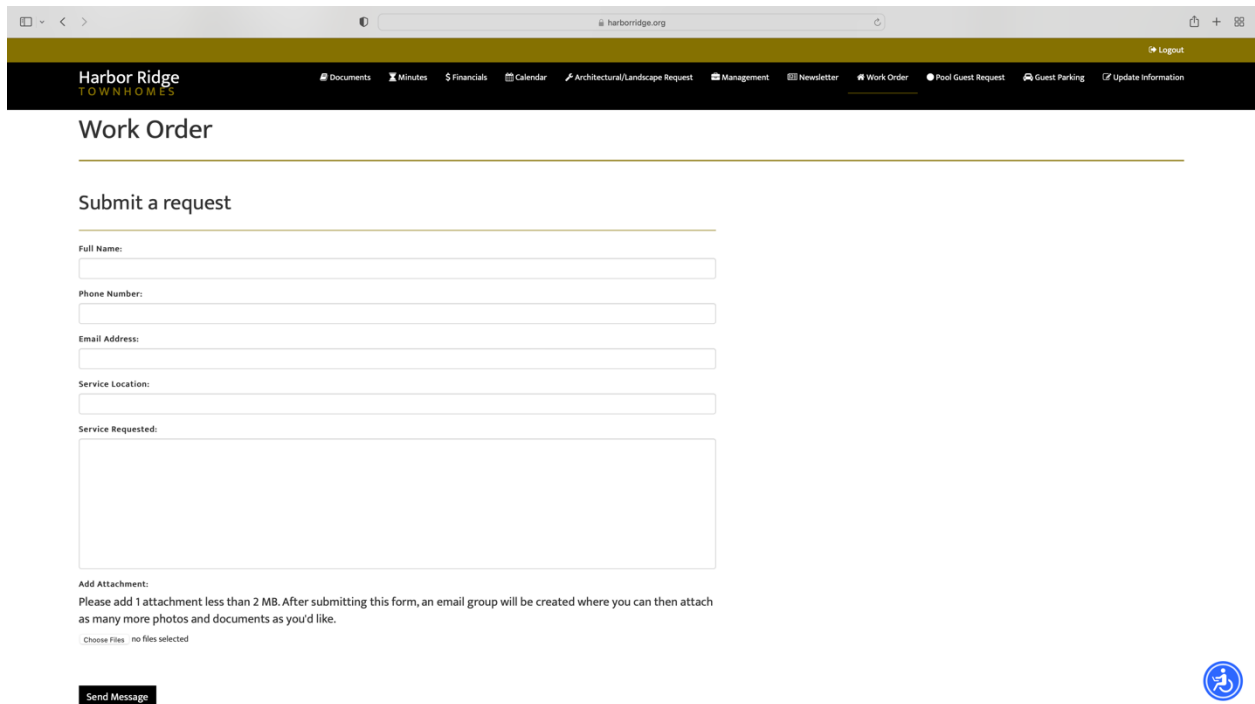
IMPORTANT:

Any work order submitted will be reviewed by the Board to determine whether it is the responsibility of the homeowner or responsibility of the HOA. Submitting a work order does not guarantee the service will be covered by the HOA. If you are not sure if your request is your responsibility or the HOA responsibility - submit the work order request and you will be advised accordingly.

Instructions for Submitting a Work Order Request:

- Go to the website harborrydge.org
- Log in to the website (username: homeowner and password: h@rborrydge)
- Go to the top Navigation Bar and select Work Order
- The work order request window will open
- Enter your complete information including: name, address, phone number, email and service request.
- OPTIONAL: you can attach an image; however, the image must be smaller than 2MB. If the image is larger than 2MB, the request will not send and you will have to start again to complete a new request. If the image is larger than 2MB you can hold onto the image and show it to a board member later.
- Click "send message"
- If the message was sent correctly, you will see a green banner displayed advising your message was sent.
- You will also receive an email confirmation from Ameritech that will summarize your request and confirm receipt.

Attached is screenshot of the work order request from the harbordridge.org website



The screenshot shows a web browser window with the URL harbordridge.org. The website header includes the logo for Harbor Ridge TOWNHOMES and a navigation menu with items: Documents, Minutes, Financials, Calendar, Architectural/Landscape Request, Management, Newsletter, Work Order (highlighted), Pool Guest Request, Guest Parking, and Update Information. A 'Logout' link is also present in the top right.

Work Order

Submit a request

Full Name:

Phone Number:

Email Address:

Service Location:

Service Requested:

Add Attachment:
Please add 1 attachment less than 2 MB. After submitting this form, an email group will be created where you can then attach as many more photos and documents as you'd like.
Choose Files no files selected

