

## **Village Of Fountainview Work Orders**

We have recently run into a few work order issues and would like to give all owners a few reminders of our work order system. Please remember when you enter a work order it is a request for work not a guarantee.

### **When do I report a work order?**

Please report a work order for any common elements that you see are in need of repair or are not working properly. A few examples of common elements are roofs, gutters, elevators, shared hallways, the pool, sidewalks, dumpsters and any lawn or plants on Fountainview property.

Examples of items that are not common elements and you should arrange your own repairs are any appliance issues, issues with pipes that only service your unit and most other items that are inside your unit.

When in doubt please enter a work order and we will evaluate the best course of action. The above list is not meant to be all inclusive but only a general guide.

### **How do I report a work order?**

There are two ways you may enter a work order 24/7/365. You can visit <https://VillageofFountainview.connectresident.com> and enter a work order where you can upload your own photos or you can call 800-870-0010 and ask to enter a work order with a representative.

Please do not leave a request via email or voicemail this will result in a delay or lack of service.

Email sent\_April 13, 2022