

CHERRY CREEK

CHERRY CREEK SNOW INCIDENT REPORTING FORM

Please submit in writing incidents resulting in damage caused by the snow removal contractor, to the property surrounding your home, within one week damage occurred. If you are away during the winter returning in spring, please use this form to report noticed damage when you return. All reports of damage must be received at the Management office by April 12, 2013. Snow contractor will not be responsible for damage if reported after this date.

Please be as specific as possible when reporting a problem. In most cases, the repairs will take place once the winter season is over and the warm temperatures allow for appropriate repairs. Please use this form rather than call to report your problem to be certain we track all damage and repair needs appropriately. Your original form will be kept on file and a copy of your form will be sent to the snow contractor.

We hope this form helps homeowners identify and report incidents as well as assist the contractor planning for a timely and unified repair to areas throughout the community.

Remember all incidents are to be reported in writing by April 12, 2013. Please send to CHERRY CREEK, c/o PENCO Management, Inc. P. O. Box 1119, Chadds Ford, Pa 19317 or via fax 610-558-3399 or e-mail to rawwhite@pencomanagement.com.

Any questions, please contact Ron White, Property Manager 610-358-5580.

Name: _____

Address: _____

Telephone Number: _____

LOCATION OF DAMAGE

DESCRIPTION

[illegible]