

Spinnaker Bay Homeowner's Association				
Maintenance / Issue / Task Tracking Form				
<b>Issue / Task Number:</b>		SB-		
<b>Unit number(s):</b>			<b>Name:</b>	
<b>Description:</b>				
Step	Action	Timeframe	Date	Notes
1	Homeowner notifies Snow's of issue	—		
2	Snow's notifies Board of issue	2 Bus. Days		
3	Board decides on action	3 Bus. Days		YES                      NO
4	Snow's obtain bids, notifies Board	5 Bus. Days		Bid 1) Bid 2) Bid 3)
5	Board decides and notifies Snow's to proceed			
6	Snow's schedules work with contractor, notifies H/O and Board			
7	Snow's notifies H/O and Board of work completion			