

**Lake Forest Condominium Association**  
**Owner-Reported Maintenance Issues Form**

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Unit Owner Name \_\_\_\_\_ Unit Number \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

This form is for reporting property maintenance issues identified by Lake Forest HOA Unit Owners. It is to be used only for common and limited common elements\* (i.e., not for maintenance issues involving only the Owners unit). Once completed, it is to be forwarded to the volunteer Maintenance Committee that provides oversight and direction regarding our ongoing and periodic property upkeep and improvements.

Please keep in mind the following characteristics of maintenance issues that help us prioritize repairs and improvements within our HOA budget. Most important are life/safety issues and repairs mandated by state and local regulations. Other considerations, in descending priority, include maintenance to protect property assets, improve function and, lastly, to improve aesthetics. Please title and describe the issue(s) below. The Maintenance Committee thanks you and will follow up with you subsequent to their next scheduled meeting.

Maintenance Issue Title: \_\_\_\_\_

Details (description, location, etc. Please attach photos if possible):

Please submit this completed form to the Lake Forest Maintenance Committee via email to Buffalo Mountain Managers at [jackk@buffalommanagers.com](mailto:jackk@buffalommanagers.com) AND to [klovett@SRGsummit.com](mailto:klovett@SRGsummit.com). For urgent, higher priority issues, please call Buffalo Mountain Managers 970-368-6374 and/or Summit Resort Group at (970) 468-9137.

UNIT OWNER signature \_\_\_\_\_ Date \_\_\_\_\_

\*Common and Limited Common Elements: Common Elements include shared HOA structures and environment such as building exteriors (roofs, stairways), spa, driveway, lawns, etc. Examples of Limited Common Elements are our unit decks and railings.