

# Regime IV Maintenance Request Form (hardcopy version)



Today's date: \_\_\_\_\_ **If an emergency please phone John Hemmingsen 503-789-5390** and if he is unreachable call Mike Dollason 843-607-9009 or the BIYC Manager 843-983-0731.

A maintenance team is responding to regime repair and maintenance needs. Assistance may be requested from other regime owners as needed. Please know your responsibility for repairs through your HO6 insurance (walls in) versus the regime's responsibility based on the master deed/bylaws (primarily beginning at Article XXII). **If repair is your responsibility, do not submit this form.** Regime IV residents self-perform small tasks like changing lightbulbs or cleaning light fixtures on elevator landings or porches if they can do so safely. If needed, regime will reimburse you for your expenses.

## Regime IV Area Needing Attention

Select the one area that best matches; use a separate form for each area needing attention.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Steps facing the lake                                      | <input type="checkbox"/> Garage wall / openings  | <input type="checkbox"/> Fire sprinkler head in unit      |
| <input type="checkbox"/> Steps facing the bay                                       | <input type="checkbox"/> Garage Door Opener  | <input type="checkbox"/> Fire sprinkler head outside unit |
| <input type="checkbox"/> 2 <sup>nd</sup> level elevator landing                     | <input type="checkbox"/> Commons cleaning  | <input type="checkbox"/> Other (describe below)           |
| <input type="checkbox"/> 3 <sup>rd</sup> level elevator landing                     | <input type="checkbox"/> Landscape / Grounds   |   |
| <input type="checkbox"/> Water spigot bayside<br>(circle Left or Right side)        | <input type="checkbox"/> Emergency Lights lakeside interior stairwell (circle Left or Right side facing) |   |
| <input type="checkbox"/> Water spigot on side<br>(circle Left or Right side facing) | <input type="checkbox"/> Emergency Lights garage (circle Left or Right side facing)                      |   |

Condo Building and Unit # \_\_\_\_\_

Owner First & Last Name \_\_\_\_\_

Owner's Email Address \_\_\_\_\_

Owner's Phone \_\_\_\_\_

## Repair Requested and Location Details:

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Please drop this form off at 1146 building (grey) unit 202 (John Hemmingsen) or email to John Hemmingsen johndhemmingsen@gmail.com. This form is also online at belleislesc.com website, under the RESIDENTS>Regime Governance>Regime IV. Password for the RESIDENTS page is all caps "BIYC" and the submitted form goes direct to John Hemmingsen's email.