

# WOODLAND HILLS HOMEOWNERS ASSOCIATION

## RESPONSE FORM

Please use this form to respond to the enclosed Inspection Report regarding your Woodland Hills home. A response to your inquiry will be made as promptly as possible.

Return this form to:

**Matt Potts, Oakbrook Management, 10400 Connecticut Avenue, Suite 400, Kensington, MD 20895**

Email: [mattp@oakbrookmgt.com](mailto:mattp@oakbrookmgt.com), Telephone: 301-654-5107 (ext.2)

THANK YOU FOR YOUR COOPERATION!

Please check where appropriate:

\_\_\_\_\_ I have corrected **ALL** repair/maintenance item(s). Please re-inspect my property.

\_\_\_\_\_ The repair/maintenance item(s) does not pertain to my home.

\_\_\_\_\_ I would like to appeal the repair/maintenance item(s) to the Board of Directors. Please contact me with the scheduled date that I may appear before the Board of Directors.

### **COMMENTS:**

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### **PLEASE LIST YOUR ADDRESS BELOW:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address [of property cited with repair/maintenance]: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

**FOR BOARD USE ONLY**

A hearing with the Board has been scheduled for: \_\_\_\_\_

An extension has been granted until: \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION!**