



Maintenance Work Order Request

Please complete this form to request repairs to common areas only. If you are uncertain, please refer to your maintenance responsibility chart before submitting a work order.

Complete all sections of this form and return to the Information Center at 2122 Southampton Lane, Avon, Ohio, or email to avenburylakes@lawrencemanagement.com.

To better assist you, please check the appropriate box, give a brief description, and provide photos, if possible.

- | | |
|---|---|
| ☐ Mailbox Repair | ☐ Gutter Cleaning/Repair |
| ☐ Siding / Roof | ☐ Common Area Tree/Shrub |
| ☐ Painting (mailbox/railing/kick plate | ☐ Report Street Light Out |
| ☐ Driveway / Lead walk / Sidewalk | ☐ Other Request (Describe) |

Description of Request:

Circle your floor plan (if applicable)

<u>Paired Villas</u>	<u>Gardens</u>	<u>Manors</u>
<i>Monarch / Red Admiral</i>	<i>Aster / Trillium</i>	<i>American Star / Nivea</i>

Today's Date: _____

Homeowner Name: _____

Address: _____

Phone/Email: _____

(Board Approved 7/1/2026)