

3/1/2018

On behalf of:
Village at the Oasis Home Owners Association

To:
All Home Owners

Re:
Procedure for Requesting Maintenance Repair/Termite Inspection

Dear Owners,

The Village at the Oasis Home Owners Association has asked me to reach out to all owners on the proper procedures required when needing exterior maintenance repair or termite inspections of your unit.

The following procedure is to be followed:

- 1. Report all concerns to the Oasis front desk.**
- 2. Front desk will then report to Oasis management**
- 3. Oasis management will then contact you regarding your concern.**
- 4. If work is needed Oasis management will acquire quotes from licensed vendors.**
- 5. Oasis management will then present quotes to the board at the next scheduled meeting for approval.**
- 6. Once the board has approved the work Oasis management will set up a time with the vendor to complete.**

The above procedure is for normal repair and termite inspections. If your concern is an emergency the board would be contacted immediately.

Please remember that no work is to be completed without prior approval.

Please let me know if you have any further questions on this matter.

Thank you so much,

Leaha Montano,
Resort Manager
The Oasis Resort