

# Crest at Wailuna

## MAINTENANCE WORK ORDER

Unit: \_\_\_\_\_ Urgent: Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

Requested by: \_\_\_ Homeowner (Name: \_\_\_\_\_)  
\_\_\_ Board \_\_\_\_\_ Property Manager

### TYPE OF COMMON ELEMENT MAINTENANCE

\_\_\_ **Lawn / Landscaping**

\_\_\_ Grass \_\_\_ Flowers \_\_\_ Shrubs \_\_\_ Other  
Concern: \_\_\_\_\_

\_\_\_ **Sprinkler:**

\_\_\_ Part Inoperative \_\_\_ Part Damaged Location: \_\_\_\_\_  
Concern: \_\_\_\_\_

**Tree:**

\_\_\_ Location: \_\_\_\_\_ Type: \_\_\_\_\_  
\_\_\_ Needs Trimming \_\_\_ Root Damage \_\_\_ Other:  
Concern: \_\_\_\_\_

\_\_\_ **Other:** Specify item and concern:

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### TEAM ACTION

**Date Received:**

\_\_\_ Work Completed \_\_\_ Unable to Complete Work (informed requester on \_\_\_\_\_)

**Action Taken / Explanation for Delay:**

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**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

Please save your document

## Maintenance Form Process

1. Fill out the Crest at Wailuna Maintenance Work Order form completely
2. Submit your form to the property manager
  - a. Email [kananik@hawaiianprop.com](mailto:kananik@hawaiianprop.com)
  - b. Fax 808-521-2714, ATTENTION: Kanani Kaopua
  - c. Mail to: Hawaiian Properties, LTD.  
1165 Bethel St  
Honolulu, HI 96813  
Subject: Crest at Wailuna
3. The property manager will review the request and determine what action is required, unless Board approval is required, document that action and sign off on the form.
4. If unable to take action, the property manager will document the reason and notify the Homeowner of the situation and sign off on the form. Any corrective action that requires Board discussion or approval will be brought to the attention of the Board and discussed at the next regularly scheduled Board meeting.