

Montpelier Woods  
**HOMEOWNERS ASSOCIATION**

COMMON AREA MAINTENANCE REQUEST FORM

Homeowner/Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

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

Date of Request: \_\_\_\_\_

Specific Maintenance Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

(MWHOA Use Only)

Date Request Received: \_\_\_\_\_

Maintenance Type: \_\_\_\_\_

Preferred Vendor:  Yes  No

Name of Preferred Vendor: \_\_\_\_\_

Approved  Denied

Date of Approval/Denial: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

MWHOA Board Member Signature: \_\_\_\_\_

Stamp of Approval

## **MWHA Common Area Guiding Principles**

Montpelier Woods is fortunate to have ownership (rather than being owned by PG County) of much of the land that surrounds our individual homes. This land, known as our common areas is for the use and enjoyment of all homeowners/members. The land, as stated in our Declaration of Covenants, is titled to the MWHOA, and is under the control of the association for maintenance. As such, we are asking residents to **NOT cut down trees or clear areas in any of the common areas** in and around our neighborhood. In addition, please **DO NOT build any structure on common area property**. The MWHOA is responsible for the maintenance of this common space, so for maintenance requests, please fill out this form and submit to the MWHOA for maintenance services, such as: tree/brush/shrub trimming/removal; poison ivy and other nuisance/invasive species removal; large debris removal; and, any other service requests.

For requests, please submit this form for service. Forms may be submitted via email to [mail@mwhoa.com](mailto:mail@mwhoa.com), mailed to MWHOA, PO Box 2645, Laurel, MD 20709, or submitted to the white MWHOA collection box located at the common area near the corner of Basswood and Snowden.

Maintenance requests will be reviewed with follow-up from the HOA within ten (10) days from receipt. The HOA, in most cases, will begin the service process for approved maintenance requests within thirty (30) days from the date of approval. The service process provides for an onsite inspection of the maintenance requested within the initial 30 day period. Service by an HOA approved vendor will then begin within the next 30 days for resolution within that period.

A follow-up from the requestor would be appreciated via email to the MWHOA Board of Directors upon completion of the work performed.

For questions or concerns about maintenance service requests, please contact the MWHOA Architectural Committee at [mail@mwhoa.com](mailto:mail@mwhoa.com) or via phone at 240-554-2438.