

TO: SUN LAKES UNIT 11 HOA PROPERTY MANAGER

Homeowner's Name

Unit 11 Address

Homeowner's Away Address

City / State

Away Phone #

Name of LOCAL Caretaker

Caretaker's Phone #

Caretaker's Address

Please note below instructions you have given your Caretaker:

MY 'AWAY' DATES: **From** _____ **To** _____

Instructions to the Property Committee:

YES or NO (WRITE your choice on the line next to the following)

_____ **Please have someone trim my shrubs/trees as needed.
Send the BILL to my away address, and I will PAY it
as authorized by my signature below.**

_____ **My designated Caretaker will maintain the exterior,
including trimming of my shrubs/trees as needed.**

Homeowner(s) _____
Signatures

Date _____

**PLEASE place this form in the Unit 11 Drop Box in the cul-de-sac
at the North end of Berry Brook Dr. (next to the Riggs Rd. wall)**