

I've submitted a **SITE SERVICE REQUEST FORM**

What happens next?

If Board **approval is NOT** required:

1. WORK ORDER SENT OUT

After reviewing the declaration to confirm responsibility, Millcreek Management will send out a work order to our handyman to repair your request if the project is not a significant cost.



2. WORK IS SCHEDULED

You will receive a follow up from the contractor directly as we will provide your contact details to make an appointment.



If Board **approval IS** required:

1. QUOTES REQUESTED FROM CONTRACTORS

A quote request will be sent out to two or more contractors. They will contact the unit owner directly to make an appointment to inspect.

Quotes can sometimes take a little bit of time to gather, (due to contractors busy schedules etc.) Depending on the size and significance, quotes can take 2 weeks+ to collect.



2. QUOTES PRESENTED TO BOARD

Once we receive the quotes, they will be presented to the corporation's board of directors at their next board meeting (most meetings happen once a month).



3. BOARD WILL VOTE & AWARDED CONTRACT

The board will vote based on the information and provide direction as to which contractor will be awarded (could take 30 days depending on severity and when the board meeting is scheduled).



4. WORK IS SCHEDULED

Millcreek Management will send a work order to the awarded contractor and ask they schedule a date and time with the unit owner to proceed with the work.

