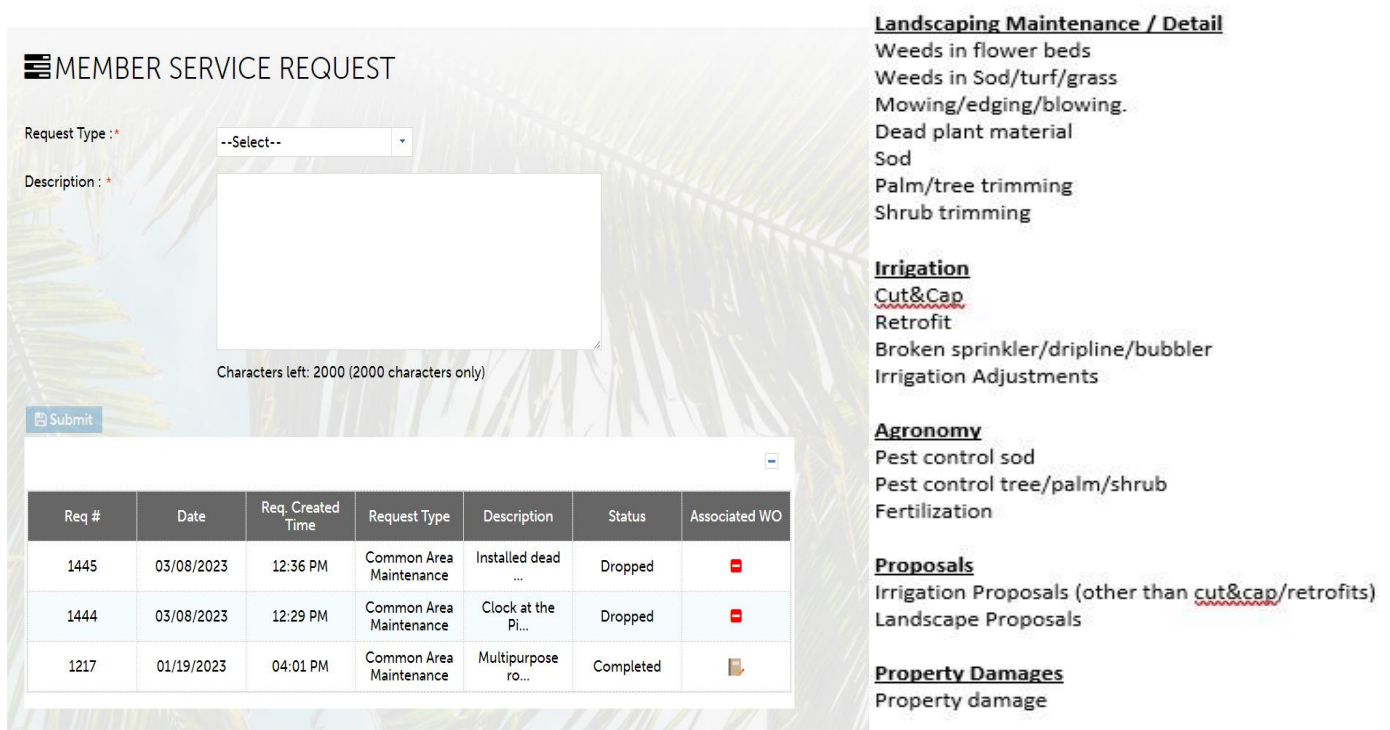


## How to submit a service request

The work order system known as “member service” can be found on the association page or via the phone application under resident services.






**MEMBER SERVICE REQUEST**

Request Type : \* --Select--

Description : \*

Characters left: 2000 (2000 characters only)

Submit

Req #	Date	Req. Created Time	Request Type	Description	Status	Associated WO
1445	03/08/2023	12:36 PM	Common Area Maintenance	Installed dead ...	Dropped	
1444	03/08/2023	12:29 PM	Common Area Maintenance	Clock at the Pi...	Dropped	
1217	01/19/2023	04:01 PM	Common Area Maintenance	Multipurpose ro...	Completed	

**Landscaping Maintenance / Detail**  
Weeds in flower beds  
Weeds in Sod/turf/grass  
Mowing/edging/blowing  
Dead plant material  
Sod  
Palm/tree trimming  
Shrub trimming

**Irrigation**  
Cut&Cap  
Retrofit  
Broken sprinkler/dripline/bubbler  
Irrigation Adjustments

**Agronomy**  
Pest control sod  
Pest control tree/palm/shrub  
Fertilization

**Proposals**  
Irrigation Proposals (other than cut&cap/retrofits)  
Landscape Proposals

**Property Damages**  
Property damage

- Click on the drop box to find the “General Inquiries”, type in your request, and click submit.
- Once the front desk receives your request, they will open a work order under one of the above categories, print and present it to the landscape vendor for completion. At the time the work order is opened, the homeowner will receive an email informing them a work order has been opened for their request.



This symbol means work order has been opened

N/A

This symbol means request has yet to be converted to

Request number will be different than your work order number.

- When a work order is updated, the homeowner will receive an email from [delwebbsunbridge@gmail.com](mailto:delwebbsunbridge@gmail.com). Homeowners can respond to this email if they need further explanation or updates.

If you are ever having trouble submitting a work order, please reach out to the front desk at the Hammock Club, we would be more than happy to assist.