

HOW TO SUBMIT

A LMOC (Landscape Maintenance Oversight Committee) REQUEST “Landscape and Irrigation Maintenance Form”

Print and fill out the Landscape and Irrigation Maintenance Form. There are 2 locations for you to find a copy.

- The Savannah Reference Guide
- Website www.cam-ss.com under “Our Communities” Savannah at Turtle Rock

Email your request to Stacia, our Property Manager, at stacia@cam-ss.com. You may also mail by USPS to Community Association Management by Stacia, Inc., 1800 2nd Street, Suite 853, Sarasota, FL 34236

Stacia will forward your request form to the LMOC Committee. The committee will review and discuss the item(s) you have requested. They will either approve or deny the request depending on whether the scope of the work requested falls under the responsibility of the Association. A LMOC Committee Volunteer Member **may** reach out to you to clarify your request.

The LMOC Committee will direct Stacia to forward the approved request to our landscape supervisor.

Requests will be addressed in the order received. The goal is to complete the work within 20 days of the receipt of the request by our landscape company. There will be times when “like kind” requests will be grouped together for cost and efficiency which may take longer.

If a request you have submitted has not been addressed within 30 days, please send a reminder email to the LMOC Chairperson and the Property Manager.

NOTE: Only requests submitted on the Savannah “Landscape and Irrigation Maintenance Form” will be addressed, no exceptions. Basic email messages, text messages, phone calls and verbal conversations are not acceptable. We as a team use the form as a paper trail to ensure that your requests are being acknowledged and completed in a timely fashion. Please do your part by following this simple request.