THE SUMMIT OWNERS ASSOCIATION, Inc.

MAINTENANCE

The onsite maintenance team can assist Owners with preventative and emergency maintenance here at The Summit. If there is scope of work that requires a licensed Specialist, the Association will secure the situation to the best of their ability for the Owner to contact a licensed Specialist pertaining the situation.

What can onsite maintenance do for owners?

- Water inspections
- Light plumbing maintenance work such as toilet, shower, sink repairs
- Light electrical maintenance work such as light repairs, light replacement, and outlet replacements
- HVAC Assistance
- Appliance Installs- toilet, dishwasher, refrigerator, hot water heater (possible), microwave, ceiling fans, exhaust bathroom fans,
- Drywall Repair
- Touch Up Painting
- Remove water from a reported water leak

How to submit a work order for onsite maintenance personnel

Owners can submit a work order through the Association website under the Maintenance Request tab. If you wish to utilize our in-house maintenance personnel, there will be a **$44 per hour** charge placed on your owners account. If you need assistance to access the Owners Portal, please contact the Association Office. The Maintenance Division can also be contacted directly via phone at 850.235.8798

What is the website to the Owners Portal

www.Summit-Resorts.com

How do I get access to the Owners Portal

Please contact the Association Office located in the lobby for assistance via phone, email or in person.

Hours of Operation & After Hour Assistance

Association Personnel are onsite 7 days a week within the hours of 8 am CST – 5 pm CST. If you need after hour assistance, please contact Guest Services, 850-258-8487.

Purchasing Equipment From the SOA

If you and or your vendor are needing supplies, please contact maintenance for in stock availability. All inventory will have a cost mark up.

Swimming Pools, Hot Tubs, Gym and Sauna

If there are issues within any of the amenities, please feel contact the Guest Services Department via phone and or email.