



PARKWAY VILLAS CONDOMINIUM ASSOCIATION INC.

6000 CORAL WAY - BRADENTON, FL 34207 (941) 753-4697

WORK REQUEST AND COMPLIANCE REQUEST PROCEDURES

Board approved 11/20/25

Owners,

Now that we have At the Helm (ATH) managing our association, we no longer handle some of the procedures the same way as in the past. Please follow these new procedure guidelines to ensure that your request is handled efficiently and properly documented. At the Helm will direct the request to the proper Board member, maintenance man, or vendor.

As always, your Board is available to answer questions, but please use At the Helm as the first contact in most cases.

*The new request forms are in folders by the office door. The mailbox there is to be used to place work requests and compliance forms in. They will be collected on Wednesdays by At the Helm. An alternative is to complete the form on-line and send it to kelly@thehelmfl.com or maggie@thehelmfl.com **Their office number is (941) 782-8307.***

MAINTENANCE TASK REQUESTS

1. Complete the work request form and submit to ATH. (mailbox or on-line)
2. ATH will be in contact with the appropriate Board member and/or maintenance man.
3. If it's urgent, please contact ATH at (941) 782-8307, the appropriate Board member, and/or Reg Washington at (845) 988-7306. They will check into it and help you.
4. Please remember that if you call a plumber, it's probably your bill to take care of. Problems inside your villa are your responsibility. Things under the villa and outside (not caused by you) are the association's. We have preferred workers who know our property well.
5. For further clarification, refer to your Condo Docs. We all must adhere to very specific Do's and Don'ts.

PROJECT REQUESTS

(including inside that requires permission, outside, common ground, plantings)

1. Complete the work request form and submit to ATH.
2. ATH will be in contact with the appropriate Board member to contact you. Your request will be documented and monitored. You may contact them for progress update if needed.
3. The Board member will address any specific restrictions and requirements that you need to follow. They will need 4 Board signatures before you're given permission to begin.
4. If you skip getting permission, your project may be forced to be removed and it will be considered a compliance issue. Always ask before moving forward on things.
5. Remember – Almost everything beyond your own interior decorating must be Board approved. Please refer to our Docs and rules. These are listed on our webpage.

EMERGENCIES

1. If you are in real peril, call 911. Don't wait for permission.
2. Please call ATH (941) 782-8307 or Reg Washington at (845) 988-7306. We are here to help you.
3. Reminder – Always make sure that your emergency information is up-to-date and you have a working key in our office. Hiding a spare and having a neighbor willing to help you is very wise. This is your responsibility. Don't forget to keep your required insurance up to date!

COMPLIANCE PROCEDURE

On Jan. 24, 2017, a Resolution for Fining/Suspension Committee (Compliance Committee) and Fining/Suspension Procedures, was approved. This Resolution remains, however, we will now add addressing compliance issues to our management company first via paper form or e-mail form.

The management company will address your complaint/concern anonymously. Their action may include verbal or written notice. If no resolution happens, it will be redirected to the Board to take further action as documented in our Resolution procedure.

