

DAMAGE & MAINTENANCE ISSUES REPORT

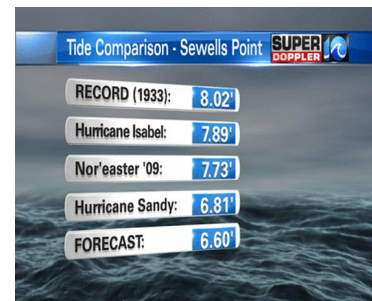
The following report shall be used as a guide for reporting damage and maintenance issues. Any format may be used (e.g., e-mail, Word, pdf, etc.). Completed reports should be e-mailed to the BCL property manager, Gail Bleacher (Diamond Management).

1. PROBLEM: Missing fastener
2. CRITICAL STRUCTURAL PROBLEM: Yes or No
3. GENERAL LOCATION: 1. T-Dock, 2. Between T-Dock and Elect Shed, 3. Between Elect Shed and Gate (Pick one of the three)
4. SPECIFIC LOCATION: under the dock, behind slip #7 (Neil Wilson's boat)
5. DESCRIPTION: The 5/16" galvanized bolt has rusted out and requires replacement. The bolt appears to be about 12" long and has a nut and washer.
6. RESOLUTION: Replace existing bolt, nut and fastener. If possible, suggest a specific material list so that we can better plan to do the repair.

7. PICTURE: Include a picture of the area you are describing to help us relocate it at a future date.

8. NAME OF PERSON(S) REPORTING THE PROBLEM:

9. DATE:



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DISTRIBUTION: Completed reports should be e-mailed to the BCL property manager:

Diamond Management
 c/o Gail Bleacher
Gail@diamond-mgt.com
 757-866-2265
 PO Box 2068
 Poquoson, VA 23662

The property manager should distribute reports to the Dock Master, Marina Representative and HOA Board President.