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**CONTACT FORM**

**NAME**

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**TELEPHONE NUMBER**

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**EMAIL ADDRESS**

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**MAILING ADDRESS**

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**PROPERTY ADDRESS & UNIT #**

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**EMERGENCY CONTACT & RELATIONSHIP**

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**OWNER OCCUPIED/RENTAL? TENANT APPROVED? TENANT INFORMATION**

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**PLEASE INCLUDE OWNERS/RENTERS INSURANCE?**

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**-Just a few updates to keep in mind:**

**\*\*Wired Smoke detectors and fire extinguishers must be up to date and working.**

**\*\*All electric panels must be code, and proof must be submitted as we are beginning to change the exterior master meters out.**

**-(We cannot change the master meter outside if all the units in the building's electric panels are all up to code and have been verified.) We need your help with this one!**

**\*\*Please check your monthly balance ledgers for your accounts to ensure you have a zero balance and please check on your water balances to please.**

**-Whether you own or rent your property. It is important due to the ongoing roof issues we are experiencing. We are trying to eliminate repairing the roofs and replace them as they have issues. As of 2025, We are depositing even more money into the roof and electric reserve accounts.**

**\*\*Please be sure your tenants have renters' insurance if you are renting. We have had prior incidents and was to ensure we can prevent this from happening and if it does happen that the tenants are properly insured.**

**-However, since the recent storms, we have 5 roofs that are now tarped and currently have issues. This is why it is important everyone catch up to avoid future specials assessments. Once we have everyone caught up with their accounts minus the few reverse mortgage accounts that remain past due, we can decide if the community wants to seek options for financing with hopes to fix the roofs that are leaking and to replace the remainder of the roofs that have yet to be replaced.**

**-Whether we schedule the replacement in sections or try to complete all the buildings at once, we need everyone to bring their accounts current immediately please.**

**\*\*Parking: Please be mind If you have more than one car or guests over. Everyone living on property should be able to park with no issues.**

**\*\*All vehicles must be licensed and insured. Your registration must be valid.**

**\*\*Absolutely no parking on the grass in the front, side or back of the buildings. We have main water lines that keep getting damaged. You will have to pay for the damage. When this happens, everyone in the building suffers with no water and large invoices are caused by this.**