

Complaint Form

From time to time, a complaint may be necessary in order to address an adverse situation or behavior that is in non-compliance of the HOA's governing documents (CCRs, Rules & Regulations). This form must be completed and filed with the management company in order for appropriate action to be taken.

Complaints are not confidential but are treated with the upmost respect. Once a complaint form is submitted, management will make the Board of Directors aware of the situation. If the complaint merits a violation letter to be issued, this action will be taken (in accordance with the Association's governing documents.) If the situation involves a third party, such as a neighbor, contractor, Board member, or member of management) the third party will be invited to a hearing. The complainant will also be invited to the same hearing, at which time it will be known who filed a complaint and each party will be able to verify or dispute the complaint. If you chose not to appear or to be involved, the entire complaint will be stricken from the record.

Name of Complainant: _____

Address: _____

Telephone # _____ Cell # _____

Email address: _____

Please provide an accurate and detailed description of the nature of your complaint:

Describe what actions you have taken to remedy the situation, if any?

What would you like for the association/Board of Directors to do to resolve the situation?

Name (Print) _____

Signature _____ Date _____