

Spring Meadow Home Owners Association

COMPLAINT FORM

MEMBER NAME: _____

MAILING ADDRESS: _____

PROPERTY ADDRESS (If different): _____

PHONE NUMBER: DAYS: _____ EVES: _____

EMAIL: _____

DATE: _____

All complaints are submitted to the HOA Board for review. However, the Board cannot guarantee that a complaint will result in an enforcement Action.

ADDRESS OF THE VIOLATION: _____

NATURE OF THE COMPLAINT

Describe the nature of your Complaint. If possible, please identify which provision of the Covenants, Conditions, and Restrictions (CC&Rs) you believe is being violated. Please be specific about what CC&R or Rule has been violated and make sure you can provide credible evidence of the alleged violation.

The Board will investigate all complaints. However, the Board's ability to investigate a complaint and act on its findings is limited. For example, the Covenants, Conditions, and Restrictions (CC&Rs) for the Spring Meadow subdivision states that the HOA may not enter a member's lot without due process of law. Therefore, the violation that is the subject of the complaint must be viewable from public rights-of-way, from the Complainant's property, or from the property of a neighbor that is participating in the investigation. In instances where Board investigations are limited Complainants will be referred to the appropriate local, county, or state authorities for further action.

Submission of a complaint does not guarantee that the Board/ACC will take action. Should the Board determine that a Complaint is valid, it may begin enforcement proceedings. The Complainant must understand that remedial action available to the HOA may be affected by local, state and federal law. For this reason, the investigation may take several months and the result may not satisfy the Complainant completely.

SIGNATURE OF COMPLAINANT _____

DATE _____
