

Complaint Form

# SEAGATE VILLAGE

RE: \_\_\_\_\_ (Unit Address)

I would like to make a formal complaint to the Seagate Village Property Owners' Association that the above address is in violation of the Master Deed, By-Laws, or Rules and Regulations of the Association. The following is a description of the violation.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Observed Violation: \_\_\_\_\_

By-Law or Rule Referenced: \_\_\_\_\_

Additional Comments:

Please investigate this matter because I believe that it is in the best interest of the Association to enforce the rules and to make our neighborhood safe, clean, and aesthetically pleasing.

Thank you for your prompt attention to this problem.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Phone

FOR OFFICE USE ONLY
Received on _____
Investigated on _____
By _____
Complaint Valid? Yes No
Request for Voluntary Compliance sent on _____.
Notice of Resolution sent _____.

Copies to Covenants Committee, and Management Agent.

Identity of the complainant shall be kept confidential. Anonymous complaints will be investigated.