

Steeplechase HOMEOWNERS ASSOCIATION, INC.

COMPLAINT FORM

This form is intended to provide the Steeplechase Homeowners Association Board of Directors with advice on residents of the Subdivision who are not in compliance with the covenants, rules and regulations approved and adopted by the Association (as described in the "Steeplechase Subdivision Restrictive Covenants and By-Laws" document). This form may also be used to suggest improvements to the common grounds or to report other common ground issues. The form must be completed fully and presented to a member of the Board of Directors. The submission of the form is confidential and on an advisory capacity to the Board of Directors. It is not to be used as a notification to the alleged violator or to assume any action to be taken by the Board of Directors.

Claimant

Name (required): _____

Address (required): _____

Home Phone (required): _____ Email: _____

Description of Complaint (Provision(s) of Governing Documents or Rule(s) violated):

By-Laws or Covenant Article No: _____ Paragraph: _____ Page: _____

Address of Alleged Complaint _____

Have you personally requested the lot owner and/or tenant to cease the violation?

___ Yes, ___ No, ___ Verbally, ___ By written request. When? _____

Recommended Action (Governing Article from By-Laws must be included):

Recommended Budget Line to Fund Request:

Recommended Budget Item to be Deleted;

Signed by (required): _____ Date: _____

FOR BOARD USE ONLY

Reviewed by _____ Date reviewed _____

Action taken _____

Date Claimant notified _____