

HOMEOWNER COMPLAINT SUBMITTAL FORM

A Board of Directors official process for complaints to be addressed. Once received, the complaint will be investigated according to the Covenant and Rule Enforcement Resolution. This form must be signed and dated by the complainant to be processed. Please submit to the PO Box listed at the bottom or email to Marcy@FosterMGMT.net

Date: _____

Complainant Information

(Association member filing complaint)

Name: _____

Address: _____

Phone: _____

Defendant Information

(Alleged Violator)

Name: _____

Address: _____

Phone: _____

Violation: The nature and date of the alleged violation, and a description of the factual basis of the complaint. (Who What Where When) Please provide as much detail as you can, to assist in the complaint investigation process.

Regulation: State the specific Rule and Regulation By-law articles being violated. These are available from your HOA website

Witness (if applicable): Name, Address, and Phone

Signature and Date of the Complainant

Signature

DATE

Please complete the above information, sign and date the form then mail to the PO Box listed below or email to Marcy@FosterMGMT.net

Foster Management
PO Box 6125
Longmont, CO 80501