

COMPLAINT FORM

To create a form that can be saved; open it in the latest version of the free Adobe Acrobat Reader DC, complete the form, then save it.

Rev1 10/2021

Occasions may arise when homeowners have a specific concern they wish to bring to the Board of Trustees' attention. If the issue is a violation of association rules and regulations, written documentation addressed to the Trustees regarding the nature of the violation is necessary to ensure proper action is taken.

Homeowners are encouraged to resolve issues with their neighbors; however, if no resolution can be reached between the parties involved, submit this completed Complaint Form, the steps you have taken, and your suggested solution for the problem. You may mail, e-mail, or fax your request to the Managing Agent. Upon Board approval, the managing agent will contact the homeowner involved and follow up based on the association's fine and enforcement policy.

Owner Name: Address:

E-mail: Phone:

Complaint - Supply name and address of any other party involved. *(Attach additional sheets if necessary.)*

Name: Address:

Date of Incident:

Specific complaint:

Steps you have taken toward a solution:

Your suggested solution for the problem:

If the Board would seek legal remedies in this matter would you be willing to testify in court? Yes No

Signature: Date:

Return application with any supporting documents to: Oberer Management Services, Attn: Somerset HOA, 3445 Newmark Dr., Miamisburg, OH 45342, email: lmateikat@oberer.com, phone: (937) 531-5544, fax: (937) 278-6334.

For Association use only:

Application received by: Date:

Action taken:

Date: