

Spring Valley Manor Member Complaint Form

This form is provided as the official method for submitting complaints to the Spring Valley Manor (SVM) Property Owner's Association Board (Board). The Board will address all submitted complaint forms in a timely manner. Violators are subject to action by the Board as prescribed by the By-Laws, SVM Bill of Assurances (BOA) and /or Rules of Conduct and Safety. Any Complainant has the option to contact a Board member to assist with the completion of a Complaint Form, and the choice to remain anonymous if they so wish.

Process

1. SVM Member bringing complaint against another SVM Member or Tenant may:
 - Complete Complaint Form below and deliver to Board President or Board Street Representative; or
 - Contact Board Street Representative and have him/her complete Complaint Form for them.
2. The Board will research to ensure complaint is in violation of SVM BOA, By-Laws, Rules of Conduct and Safety, as well as City County, and State Laws and Ordinances.
3. If Board finds the complaint to be valid, selected Board members will meet with POA Member in violation to discuss a resolution.
4. Findings and actions will be documented.
5. The SVM Member bringing complaint will be notified in writing of Board's decision.

PLEASE PRINT

_____ I wish to remain anonymous when Board contacts person named in complaint below.

Name of Complainant: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Please describe the nature of your complaint: _____

Name and address of person(s) who are the subject to complaint: _____

Photos or other documentation included with this complaint: YES _____ NO _____

Received by (Board Member) _____ Date Received: _____