

**Rosemount Place Homeowners Association**

**Member Complaint Form**

*This form is intended to provide the Rosemount Place Homeowners Association (“HOA”) Board of Directors with advice on residents who are not in compliance with the covenants, rules and regulations approved and adopted by the Association (as described in the “Rosemount Place governing documents). 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: \_\_\_\_\_  
\_\_\_\_\_

If applicable, Governing Document: \_\_\_\_\_ Section No: \_\_\_\_\_ Page: \_\_\_\_\_

Address of Alleged Complaint \_\_\_\_\_

CONFIDENTIAL

FOR BOARD USE ONLY

Recommended Action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by (required): \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date reviewed \_\_\_\_\_

Action taken \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Claimant notified \_\_\_\_\_