



Lakeside Heights, Inc.
A Property Owners Association
2834 Williams Lakeshore Drive
Kingsland, TX 78639
www.lakesideheightspoa.com

Property Owners Association Complaint Form

This is the Lakeside Heights POA Board of Directors' official process form complaints to be addressed. This form must be signed and dated by the complainant to be processed. Please submit to the address listed above or email to polakesideheightspoabod@gmail.com

Date: _____

Complainant
(Association member filing complaint)

Defendant Information
(Alleged Violator)

Name: _____
Address: _____
Email & Phone: _____

Name: _____
Address: _____

Violation: The nature and date of the alleged violation and a description of the factual basis of the complaint. (Who, What, Where, When)

Regulation: State the specific Rule and Regulation being violated. These are available from a member of the Board or from our website www.lakesideheightspoa.com

Witness: Name, Address, and Phone

Signature and Date of the Complainant:

Please complete the above information, sign and date the form then mail to address listed above or email to polakesideheightspoabod@gmail.com

Office Use: Receipt Date: _____

Board Meeting Date _____

Action Taken:

A record of each Complaint shall be maintained for no less than one year after the Association acts upon the Complaint. The Association Complaint must be readily available (upon request) to all members of the association and citizens at regular scheduled board meeting. Board has to take action within 60 days of receipt.