## Contacting the Board of Directors of Sugar Ridge Commons

Please use the following procedure to get your concern heard by the Board of Directors when you are unable to attend the regular scheduled Monthly Meeting:

- 1. You can contact the Board at any time via email at <a href="mailto:srchoaorg@gmail.com">srchoaorg@gmail.com</a>
- 2. If you can't email the Board, please submit your concern on paper. (You may use this form)
- 3. Be as specific as possible.
- 4. You must sign the document.
- 5. Give your document to any Board Member or Mail your document to a Board Member.

To clarify why the document must be written, signs and presented to a Board Member or mailed:

Everything brought to the Board for consideration has to be recorded in our minutes and kept on file in the secretary's records. Your concern must be presented to the Board exactly as you have requested. Your signature proves that you are a member of the HOA. Finally, your document must be given directly to a Board Member or mailed, because we can't accept the document through a third party.

## **Board Members 2022:**

Hugh Crawford, Jim Sutton, Don Miller, Paul Toledo, Ed Fitch, Randy Stephenson, Rick Hahnenberg

Our addresses and phone numbers can be found in the Community Directory.

Print off this form and write your message in the prescribed manner above:

The Board of Directors will consider your concerns and we will inform you of our findings. Please keep in mind that the Board always follows the By-Laws, CCR's and Policies of this community.

Dear Sugar Ridge Commons Board of Directors,	
	Signed: