

**WVCA Complaint Submission Form**

Date Submitted: \_\_\_\_\_

**Section 1 — Complainant Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Section 2 — Person(s) Subject to Complaint**

Name(s) of individual(s) complaint is Against: \_\_\_\_\_

Position/Role (if applicable): \_\_\_\_\_

**Section 3 — Type of Complaint**

- Board Member Conduct  Member Conduct  Policy Violation  Fiduciary Duty Concern
- Harassment / Abusive Conduct  Conflict of Interest  Confidentiality Violation
- Meeting Conduct Issue  Social Media Misconduct  Unauthorized Action or Commitment
- Vendor/Committee Interference  Governance Concern  Other: \_\_\_\_\_

**Section 4 — Description of Complaint**

Please provide a detailed description of the alleged conduct, including dates, locations, witnesses, and relevant events.

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Attach additional pages if necessary.

**Section 5 — Supporting Documentation**

- Emails  Photos  Text Messages  Meeting Minutes  Witness Statements  Financial Documents  Social Media Screenshots  Video/Audio Evidence  Other: \_\_\_\_\_

**Section 6 — Witness**

Witness Name | Contact Information

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**Section 7 — Requested Resolution**

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**Section 8 — Certification**

I certify that the information provided in this complaint is true and correct to the best of my knowledge and is submitted in good faith. I understand that knowingly false, retaliatory, or harassing complaints may be subject to dismissal or further action under Association policy.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Association Use Only**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_  Complete  Incomplete  Returned for Additional Information

Initial Review Date: \_\_\_\_\_

Disposition:  Pending Review  Informal Resolution  Investigation Opened  Dismissed  Hearing Scheduled  Referred to Legal Counsel