

GREENBRIER PROPERTY OWNERS ASSOCIATION

COMPLAINT FORM

Brief description of Complaint:

STEP ONE: Conversation/Friendly Reminder

Date of Call:

Date when issue should be resolved:

Attach copy of Friendly Reminder

ACC Members making call:

Details of Call:

Continue to Page 2, if necessary

-----information below for office use only-----

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Date Received by ACC: _____ ACC FILE NO. _____

Name of property owner, who is subject of complaint: _____

Address _____

Contact info (Phone/email) _____

Name of person filing complaint: _____

Address _____

Contact info (Phone/email) _____

Attachments (Enter date when attached):

Copy of Friendly Reminder: _____ Board Action Letter: _____ Attorney's Letter: _____

Final Resolution:

STEP TWO: GPOA Action

Date of Action:

Date when issue should be resolved:

Details of Action or copy of letter attached:

STEP THREE: Referred to Attorney

Date of Referral:

Date when issue should be resolved:

Details of Action or copy of letter attached: