



**LSMCA Architectural Control Committee
CC&R Issue Complaint Form**

Property with potential problem:

Owner's name _____

Owner's address _____

Owner's phone _____ Owner's email _____

Resident reporting potential problem: **LSMCA Member** **Non-Member**

Resident's name _____

Resident's address _____

Resident's phone _____ Resident's email _____

Date and initials	Occurrence	Notes
	Complaint received	<input type="checkbox"/> A written description is in the file folder. <input type="checkbox"/> Describe the problem:
	Office staff review before ACC meeting	
	Letter #1 & BCC to reporting resident	
	Letter #2 & bcc to Reporting resident	
	Letter #3 from Attorney (if necessary)	
	Problem Resolved	