



Falcon's Ridge Owner's Association
HC 89, Box 801 · Willow, Alaska 99688

Falcons Ridge Owners Association

Complaint Intake Form

Section 1: Complainant Information

(This section allows us to follow up if clarification or documentation is needed.)

- Name: _____
- Property Address: _____
- Phone: _____
- Email: _____
- Preferred Contact Method: Phone Email

Section 2: Complaint Details

- Date of Incident or Observation: _____
- Location (if different from your address): _____
- Type of Concern (check all that apply):
 - Property Maintenance / Landscaping
 - Parking / Vehicle Violation
 - Noise / Nuisance
 - Pets / Animals
 - Architectural Violation
 - Common Area Issue
 - Other: _____

Section 3: Description of Complaint

Please provide a clear and factual description of the issue or violation.

(Attach additional pages or photos if needed.)



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Section 4: Evidence or Documentation (optional)

- Photos, correspondence, or other supporting documents attached? Yes No

Section 5: Witness Information (if applicable)

- Name: _____
- Contact Information: _____

Section 6: Signature and Acknowledgment

I affirm that the information provided is true and accurate to the best of my knowledge. I understand that this complaint may be shared with the Board or management for review and resolution in accordance with HOA governing documents.

Signature: _____

Date: _____

For Office / Board Use Only

- Date Received: _____
- Received By: _____
- Assigned To: _____
- Action Taken: _____
- Date Closed: _____