



SCPOA MEMBER COMPLAINT FORM

Tracking # C- _____
(For office use only)

Use this form to notify the SCPOA Board of Directors if you believe there is a violation of the SCPOA DCRs that requires correction.

Complete all sections of the form – incomplete forms will not be accepted.

To begin filling this PDF form in Adobe Reader select **Edit** in the menu bar, then **Manage Tools**, then **Comment**, then select the large, plain “T” in the Comment area tool bar. Place your cursor at the red = on the form, click and begin typing. Move and click your cursor from = to next = to fill in.

All member information shall be held strictly confidential by the SCPOA Board of Directors.

Member information: (Items marked by * are required.)

*Name *Property: Unit # Lot # or

*Member's Swansboro property Address:
.

*Mailing address if different from above

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*Phone Email .

Best method to contact you:

*Check all that apply; Phone , Email , Mail .

*Location of alleged violation:

.
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* Alleged DCR violation description:

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*Date * Member's signature .

(If this form is sent electronically you affirm that any electronic signature is yours and used with your consent.)

Please email your form to sarah.hinton@managementtrust.com, fax to: Swansboro (916) 985-3744 or simply mail to: Swansboro, c/o The Management Trust, PO Box 1459, Folsom, CA 95763-1459. To e-mail this include in your e-mail as an attachment, or copy and paste the form, beginning below the logo, and paste into your e-mail. Type 'Swansboro Complaint' in the subject line.
You May also complete the form, save it, and then make an attachment to your e-mail.