



## **TWO EAST ERIE CONDOMINIUM ASSOCIATION**

The Two East Erie Condominium Association Rules and Regulations allow for two types of resident complaints: informal complaints and formal complaints. With an informal complaint the management office will attempt to conduct an investigation. A copy of this complaint form and the investigation form will be forwarded to both the complainant and the person complained against. The Association will keep the informal complaint information on file, but no further action will be taken. With a formal complaint the same actions will be taken, but the matter will be referred to the Board for consideration of an administrative hearing and the possible imposition of a fine.

Formal complaints are a significant matter and will require the person signing the complaint to agree to attend a formal hearing before the Board, provide information demonstrating that a violation occurred, and to answer questions about the events. Both parties to the hearing may submit written documents in advance of the hearing.

The Board will take no action on a complaint unless a complete formal complaint form is filled out, signed, and the complaining person agrees to attend the formal hearing. All documents relating to this complaint will become part of the Association's records and may be subject to public disclosure.

### **COMPLAINT FORM**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ (AM/PM)

**Person completing the report:** \_\_\_\_\_

**Complainant:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Offender:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Type of complaint:**     Noise     Other Violation

**Description of violation:** \_\_\_\_\_

\_\_\_\_\_

**Location:** \_\_\_\_\_

**How does the complainant want the complaint handled?**

- Informally (without hearing or fine)
- Formally (with a hearing and possible fine)

If a formal complaint, does the complainant agree to attend a formal hearing, present information to demonstrate that a violation occurred, and answer questions?     Yes     No

**Additional Information**

Were there any injuries resulting from the event?                     Yes     No

Were there any damages resulting from the event?                     Yes     No

Did the complainant want to call the police?                             Yes     No

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date