



Snug Harbor Property Owner's Association Property Owner's Concerns Reporting

Purpose: To establish a system for property owners to report concerns, issues or problems and have them addressed in a fair, equitable and time appropriate manner.

1. If a property owner has a concern, they can document that concern in writing using this form.
2. Submit the completed form to the Communication Chair through the Snug Harbor Clubhouse Office, Tuesdays and Thursdays from 9:00 am to 2:00 pm, and Saturdays from 9:00 am to 12:00 pm.
3. The Communication Chair with at least 2 additional Board Members will review the concern within 2 weeks and respond as to the action and / or solution to the concern.
4. If necessary, the issue will be brought up for discussion and resolution at a Board of Governor's Meeting.
5. The issue, any actions taken, and outcome determined will be kept on file in the office for at least one year.

Name:		Address:		Lot(s):	
Mobile Phone:		Home Phone:		Work Phone:	

Concern: (Add Specific Details: Who, What, When and Where as applicable)

Owner Signature:		Date Owner Signed:	
Date Received in Office:		Date Submitted to Communication Chair:	

Outcome / Action:

Additional Notes: