

**When do you use a complaint form?**

A complaint form is used to inform the Tinkers Green Board of Trustees of an issue that is either a detriment to the community or a violation of our Organizational Documents. A complaint form should be used only after a homeowner has **respectfully approached** the individual(s) or homeowner(s) to seek a resolution if that is possible.

Return the completed form and any attachments to [board@tinkersgreenhoa.com](mailto:board@tinkersgreenhoa.com) **or** via mail to *Tinkers Green HOA P.O. Box 2061, Streetsboro, OH 44241*.

**What is the objective of this form?**

1. To attempt to maintain a friendly neighborhood environment for homeowners and families.
2. To give a homeowner the opportunity to be heard on an issue of personal importance.
3. To assist the HOA Board to understand the issue and help to expedite a resolution.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Nature of complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the issue addressed with the other party?    Yes    No    Date/Time: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I understand that this form may be provided to all affected parties. I also understand that the HOA Board will not act on complaints without a name, signature & date.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR BOARD USE ONLY**

Date complaint received: \_\_\_\_\_ Date of hearing (if requested): \_\_\_\_\_

Date notification sent: \_\_\_\_\_

Action to be taken: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_