

**Leisure Valley Ranch RR&P's Appendix XIII LVR Complaint Process Form**

<b>During the off season (Summer Months) the timeline will be flexible due to the majority of the resources are gone for the summer</b>	
<ul style="list-style-type: none"> <li>• <b>The LVR Board of Directors will not address any complaint, issue or concern that is not within the scope of the LVR governing documents.</b></li> <li>• Please use one form for each LVR Covenant/Complaint/Issue or Concern.</li> <li>• Please complete all sections of this form.</li> <li>• The LVR Board will not accept incomplete or unsigned forms.</li> <li>• Please attach additional sheets of paper if required.</li> <li>• Contact the appropriate outside agency for all other issues outside of the LVR HOA authority.</li> <li>• Place the completed form in a sealed envelope and drop the envelop off at the LVR Business Office during normal business hours Monday through Friday from 9:30 a.m. to 11:30 a.m.</li> <li>• You will be contacted by the person in charge of that area of concern within 5 business days.</li> </ul>	
<b>Your Name</b>	
<b>Your LVR address</b>	
<b>Your LVR lot number</b>	
<b>Your Phone number</b>	
<b>Your E-mail address</b>	
<b>Identify the other lot owners involved in this issue. Please provide their</b>	
<b>Name</b>	
<b>Address</b>	
<b>Lot number</b>	

LVR Complaint Process

<b>What LVR governing document has been violated or is in non-compliance?</b> <b>(In our Covenants (CSR), Bylaws, and Roles, Rules, and Procedures (RRNP's)).</b>	
<b>Governing Document Section Name</b>	
<b>Governing Document Page Number</b>	
<b>Describe in detail the complaint issue or concern.</b>	
<b>Describe in detail what resolutions steps or measures have been taken by you, the lot owner.</b>	
<b>Describe the desired outcome or resolution that you want.</b>	

**Lot owner signature required and by signing this form, you are agreeing to complete transparency.**

**Signature** \_\_\_\_\_