

Appendix XI

LVR Complaint Process Form

USE One Form for each LVR Covenant Complaints/Issues/Concerns.

Please complete all sections of this form. The LVR Board will not accept incomplete or unsigned forms. Attach additional sheets of paper if required. The LVR Board of Directors will not address any complaint/issue/concern that is not within the scope of the LVR governing documents. Contact the appropriate outside agency for all other issues outside of LVR HOA authority.

Place the completed form in a sealed envelope and drop the envelope off at the LVR Business Office during normal business hours Monday through Friday from 9:30 a.m. to 11:30 a.m. You will be contacted by an LVR Board Member within five (5) business days.

Date: _____

Print Lot Owner Name: _____

Lot Owner Signature (Required By signing this form you are agreeing to complete transparency)

LVR Address: _____

Lot Number: _____ Phone Number: _____ Email Address: _____

Identify the other Lot owner(s) involved in this issue. Provide name, address, and lot number:

What LVR governing document has been violated or is in non-compliance (Covenants, By-Laws or Roles, Rules and Procedures (RR&P)?

Provide LVR governing document Section Name and Page Number:

Describe in detail the Complaints/ Issues/ Concerns:

Describe in detail what issues resolutions measures have been taken by you the Lot Owner:

What is the desired outcome or resolution regarding your complaint?
