



Eagle Trace Homeowners Association
DEED RESTRICTION VIOLATION COMPLAINT FORM

This form is also available on our website www.eagletracesylvania.net

The Board of Directors (Board) of the Eagle Trace Homeowners Association has established this form for use by persons who wish to file written Complaints with the Board for action inconsistent with the Eagle Trace Declaration of Restrictions.

Legibly describe the complaint in the area provided below, as well as the requested action or resolution of the issues described in the complaint. Please include references to the specific facts and circumstances at issue that support the complaint per our Declaration of Restrictions. Also, attach any supporting documents, photos, correspondence or other materials related to the Complaint.

Address: _____

Complaint: _____

Sign, date and print your name and address below and submit this completed form to the Board at the address listed above.

Printed Name _____

E-mail Address _____

Signature _____

Mailing Address _____

Contact Preference ☐ E-mail ☐ Mail

Email _____

Date _____

Note: For the privacy of our members, Board actions are recorded by address in meeting minutes and names will not be made public. Complaint forms and Board decisions are recorded in the Association archives and can be made available to a neighbor upon request.



**Eagle Trace Homeowners Association Board
Deed Restriction Violation
REVIEW AND DECISION**

Complainant: _____ Date Received _____
Complainant Address _____
Complainant email _____
Violation Address _____
Violation _____

BOARD DECISION

Date of Board Review _____

RESOLUTION:

VOTE:

Motion by: _____ Second by: _____
_____, Member. ☐ Yes ☐ No ☐ Abstain ☐ Absent
_____, Member. ☐ Yes ☐ No ☐ Abstain ☐ Absent
_____, Member. ☐ Yes ☐ No ☐ Abstain ☐ Absent
_____, Member. ☐ Yes ☐ No ☐ Abstain ☐ Absent
_____, Member. ☐ Yes ☐ No ☐ Abstain ☐ Absent

NOTICE:

Notification to Complainant Date _____

ACTION:

1st Notification to Homeowner Date _____ Action _____
2nd Notification to Homeowner Date _____ Action _____
Final Notification to Homeowner Date _____ Action _____

Penalty Implemented Date _____

Further Action Date _____
