STONEGATE VILLAS

"A Condominium Association"

Communication to the Board Form

INSTRUCTIONS

This is the official form for any comment you wish to give our Board Members. Please do not use any other form as it will not be accepted. Whether it is a complaint or a compliment, or even a helpful suggestion, this is the format to use. If you are commenting about a specific resident/unit, you must include their name or unit number to be considered. Please complete the form in its entirety. If you do not fill in your Unit Number and your name (both printed and signed) the form will not be honored. Please use only one form for each item, do not combine different topics on the same form. Email form to stonegatevillas400@gmail.com or place form in a Board Member's mail slot in clubhouse, or through office door slot.

Please remember, problems between residents should be resolved by the residents involved whenever possible, before Board Members intervention is requested.

Board Members are not to be called at home regarding condo issues unless it is a true <u>emergency</u>.

Check one:Comment _	Compliment _	ComplaintSuggestionOther
Date Submitted:	Unit:	Resident Name:
Please print your statement		
If more space is needed, please continue on other side. If filing via email please print name		
Resident Signature:		
	Below to be co	mpleted by Board Member
Date Rec'd:	E	Board Member Name:
Board Notes:		
Resident contact date:		Resolution Date:
Resolution:		