

## ATTACHMENT 3 – COMPLAINT FORM

*Download this form to your computer, fill it out, save it, and then email the completed form to the community manager listed in Attachment 1.*

### **Petitioner(s)** (*Person(s) making the complaint*) **Information**

|  |  |
|--|--|
| Full name of person making complaint (Petitioner): |  |
| Petitioner Street Address:                         |  |
| Petitioner Telephone Number:                       |  |
| Complainant Email Address:                         |  |

### **Responder(s)** (*Person(s) the complaint is against*) **Information**

|   |  |
|---|--|
| Full name of person or persons accused of violating an ESBC governing document (Responder): |  |
| Responder Street Address:   |  |
| Responder Telephone Number (If known):  |  |
| Responder Email Address (If known):   |  |

### **Specifics of the Complaint**

|  |  |
|--|--|
| Which elements of the governing documents (Declarations, By-Laws, Articles of Incorporation) have allegedly been violated? |  |
|--|--|

|   |  |
|---|--|
| <p><b>Specific facts that support the allegation that the Governing Documents have been violated.</b></p> <p>Make sure to address the following questions:</p>                  |  |
| When did the violation(s) occur?  |  |
| How many times has the alleged violation(s) occurred (including dates and times)?   |  |
| How long has the alleged violation(s) occurred?   |  |
| Are there supporting documents or images to back up the allegation that a violation has occurred? (Please also provide the supporting documents or images with your complaint). |  |

|  |  |
|--|--|
| <p><b>Have you contacted the respondent directly to try to get them to address the alleged violation?</b></p> <p>If so, when did that contact occur and what happened because of that contact?</p> |  |
|--|--|

|  |  |      |
|--|--|------|
| <p><b>To the best of your knowledge are there any legal actions pending associated with the alleged violation(s)? (Please provide information about any legal actions you are aware of).</b></p> |  |      |
|  |  |      |
| Signature <i>(Type your name on line above)</i>  |  | Date |