

Eastview RB Duplex Homeowners Association

C/O PropertyADVANTAGE 5142 Avenida Encinas Carlsbad CA 92008
Ph# 760-585-1700 Fax# 760 438-6886 www.propadvantage.com

Resident Concern Form

REQUEST FOR: Compliance Issue Maintenance Work Landscape Work

NAME & ADDRESS OF REQUESTOR: _____

DATE: _____ TIME: _____ AM PM REPORT # 1ST 2ND 3RD

LOCATION OF CONCERN: _____

Address
WAS A VEHICLE INVOLVED? Y N IF YES: VEHICLE TYPE _____ LIC# _____ ST _____

BRIEFLY DESCRIBE THE CONCERN:

Request Received by: _____ HOA Board PropertyADVANTAGE

ACTION TO BE TAKEN: (For Board Member Use Only)

Action Completed by: _____ Date: _____

Please complete the "Homeowner's Concern Notice" form and return it to the Community Center or send via mail or fax to PropertyADVANTAGE. The Board of Directors will conduct an investigation of the concern and appropriate action will be taken.

Remember, neither the Management Company, on behalf of the Board of Directors, nor the Board of Directors themselves will act on VERBAL complaints. **THEY MUST BE IN WRITING**. If you have any questions regarding the process or need additional forms, please contact PropertyADVANTAGE at 760-585-1700. Additional forms can be found in the Communities Clubhouse.

Thank you for your assistance in helping us all pull together in keeping you Homeowners Association fair and equal for everyone.

All Complaints and Concerns will be anonymous and confidential.

Your Phone Number Your Printed Name Signature Date

If neither the Management Company nor the Board of Directors receives additional correspondence regarding the **Homeowner's Concern Notice** the complaint will be considered resolved.