

HOA Member Complaint Report

This form is provided for your convenience in communicating problem situations to your Home Owner's Association. All complaints will be confidential and timely handled. Thank you for helping us to help you.

Chances are, if you're using this form, you have a neighbor you feel is being inconsiderate. Please also be considerate of your neighbors. Your landscaping design and maintenance, as well as your pets and/or guests, can negatively affect your neighbor's enjoyment of their home and neighborhood property values.

Simple steps can make better neighbors:

Take care to consider the **mature size** of your shrubs and trees when choosing the exact location you plant so they won't shade your neighbor's garden or ruin a fence someday. When trees or shrubs, or their roots, actually *cross* a property line, that's called 'encroachment' and could actually lead to legal trouble.

Take care to monitor and control water flow as it exits your yard. Unchecked water flow, in addition to being wasteful and costly, could be flooding your neighbor's yard and causing them lost labor and landscaping material.

If your yard is the one being flooded and your own landscaping is not yet completed, completing your landscaping could be the solution!

Respect your neighbor. Monitor your children, pets, and guest parking. Everyone knows that no one appreciates cleaning up after someone else's pet. And, even for short periods of time, asking first is better than assuming. For instance, your guests may be parking where your neighbor had expected their guests to park.

Such things as noise, smells or even lighting can be disturbing to a neighbor, too, so again, consider your neighbor. If each of us is considerate of our neighbor, we'll all enjoy having a considerate neighborhood.

Print out the next page and, when completed, please fax or mail to:

The Highlands HOA Management
c/o Courtney & Courtney
6265 Lehman Drive
Colorado Springs, CO 80918
Fax: 719-494-1219

HOA Member Complaint Report

Your Name, Address, Phone and/or Email: _____

Date ____/____/____ _____

RECEIVED: _____

Location of problem: _____

Landscaping

Yard is not landscaped:.....

Landscaping plan has not been submitted:.....

Landscaping has not been approved:.....

Landscaping is not according to approved plan:.....

Water floods complainant's yard:.....

Weeds not mowed or pulled, unsightly:.....

Visible trash or junk, unsightly:.....

Non-conforming lighting:.....

Non-conforming structure:.....

Safety concern, explain:.....

Other:.....

Fence

Non-conforming structure:.....

Run down or broken:.....

Other.....

Parking

Disallowed vehicle: (if more than one, please use additional forms)

a.

Make:.....

b.

Model:.....

c. Plate state &

#:.....

d.

Date:.....

e.

Time:.....

f.

Location:.....

Noise

Dogs: prolonged periods and/or prior to 8:00 a.m., after 10:00 p.m.

Describe:.....

Cars, trucks, motorcycles (engines): prolonged periods and/or prior to 8:00 a.m., after 12:00 a.m.

Describe:.....

Other:.....

Other

More than HOA allowance # of pets:.....

Pet waste left on property: describe owner or pet:.....

Obnoxious odors:.....

Other:.....

Additional Comments:.....

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