

# Trailhead Village HOA Complaint Form

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Please fill out this form as completely as possible. All complaint forms must be signed and submitted by US mail to the HOA PO box or the HOA community mailbox.

Complaints must follow the HOA designated complaint procedure. Please keep in mind the following key points about the complaint process.

- Your identity as the accuser will not be anonymous. In the event that a complaint reaches an enforcement hearing your identity will be revealed to the accused and you may be required to attend the hearing.
- If the complainer cannot complete this form the board cannot proceed with the complaint process.
- The board will process your complaint at the next board meeting.

<b>Nature of Complaint (Noise, rules violation, etc...):</b>	
<b>Location:</b>	
<b>Number of Occurrences:</b>	
<b>Date(s) of Violation(s):</b>	
<b>Name/House No. of Offender (if known):</b>	
<b>Details of Complaint (be specific and cite rules of possible):</b>	
<b>Was an attempt made to resolve the problem?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes what was the result:</b>	

I, the undersigned, hereby submit this complaint to the HOA and certify that I understand the complaint procedure and that the statements above are correct tot the best of my knowledge.

<b>Name (Printed):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Home Address:</b>	

**Submit to the HOA community mailbox or via USPS:**

**Trailhead HOA  
P.O. Box 841  
Berea, OH 44017**