

**Maple Creek Property Owners Association**  
**Complain/Issue Tracking Form (process explanation on page 2)**

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Issue Title:

Homeowner filling out the form:

Date Opened:

Homeowner Address:

**1. Description of Complaint/Issue**

**2. What is your requested resolution?**

**3. Was there a Deed Restriction/Covenant Violated?**  
**If so, please give details of to support your concern**

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**Maple Creek Home Owners Association Use Below this Line**

**Contributors and Involved Parties**

<b>Name</b>	<b>Address</b>	<b>Telephone Number</b>
1.		
2.		
3.		

**Actionable Issue: Yes  No  Date Opened:**

**Complainant Contacted: Yes  No**

**Defendant Contacted: Yes  No  Date Closed:**

**Change of Rules Required/Requested: Yes  No**

**Final Communication Sent:**

## **Maple Creek Property Owners Association**

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**Complaint Process:** Each issue tracking form that the association receives will be thoroughly evaluated and if needed actions will be taken. The final written results of the issue will be returned to you when the issue is considered closed by the association. This form is also to be used when a covenant rule is requested to be changed. The request will be evaluated and put to a homeowner vote in the next voting cycle. How to communicate with the officers of the association: The association has created a website, PO Box, and an email system for direct or group contact of the elected board members. Other acceptable communication methods include US Mail to the developers address or to each of the board members.

Personal Visits to the residence and direct phone calls are prohibited.

**PO Box:**

Maple Creek Property Owners Association  
5834-A Monroe Street  
A-109  
Sylvania, OH 43560

**Web Site:**

[www.maplecreeksylvania.com](http://www.maplecreeksylvania.com)

**Group Email:** (Delivers message to all current board members) to email the all-current board members email: [comments@maplecreeksylvania.com](mailto:comments@maplecreeksylvania.com)

**2010 Board Member Email:**

Jennifer Amstutz: [jamstutz@maplecreeksylvania.com](mailto:jamstutz@maplecreeksylvania.com)

Tom Blaine: [tblaine@maplecreeksylvania.com](mailto:tblaine@maplecreeksylvania.com)

Craig Curtis: [ccurtis@maplecreeksylvania.com](mailto:ccurtis@maplecreeksylvania.com)

Jeff Gwinnup: [jgwinnup@maplecreeksylvania.com](mailto:jgwinnup@maplecreeksylvania.com)

Mike Storey: [mstorey@maplecreeksylvania.com](mailto:mstorey@maplecreeksylvania.com)