

Maple Creek Home Owners Association

Complaint / Issue Tracking Form

Issue Title: _____

Homeowner Filling out the form:
First and Last Name _____

Date Opened: _____



Homeowner Address: (# & Street) _____

Description of Complaint / Issue

What is you requested resolution

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

Maple Creek Home Owner's Association Use Below this Line

Contributors and Involved Parties

Name	Address	Telephone Number
Name	Address	Telephone Number

Actionable Issue Yes No

Complainant Contacted Yes No

Defendant Contacted Yes No

Change of Rules Vote Required / Requested
 Yes No

Date Opened: _____



Date Closed: _____



Final Communication Sent: _____



MAPLE CREEK

HOME OWNERS ASSOCIATION
SYLVANIA, OHIO 43560

Complaint Process:

Enclosed in this mailing you will find a formal complaint and issue tracking form that is to be used when making a formal complaint to the association. 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 as well as an email system for direct or group contact of the officers. 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.

Web Site

<http://www.maplecreeksylvania.com>

Group Email (Delivers message to all current board members)
to email the all current board members
email:comments@maplecreeksylvania.com

2006-2007 Board Member Email Addresses

Craig Hulbert	chulbert@maplecreeksylvania.com
Jim Sharp	jsharp@maplecreeksylvania.com
Mike Storey	mstorey@maplecreeksylvania.com