

RIMROCK MEADOWS ASSOCIATION

COMMUNICATION FORM

Dear member / non-member,

It is Rimrock Meadow's interest to maintain and keep a harmonious relationship with individuals within the association. It is our goal to work together to achieve this.

We as an association first ask that before filling out this form and returning it, that you try to work out your differences, if they exist, with the parties involved. By doing so you will maintain a friendly and peaceful relationship within Rimrock Meadows.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Best Time to be reached: \_\_\_\_\_

Do you wish to remain anonymous? Yes \_\_\_\_\_ No \_\_\_\_\_

Disclaimer: While the Board of Directors/ Management will take steps as it deems reasonable to maintain your anonymity, such anonymity cannot be guaranteed.

Today's Date: \_\_\_\_\_

The Communication Form must be completed fully and accurately in order to fully understand your thoughts. The Board of Directors/ Management will investigate the homeowner's communication thoroughly and shall respond in writing within 45 calendar days if deemed necessary.

The Board Of Directors decision, if needed, shall be final, binding and constitute the last step of the Communication Procedure.

Definition:

A Complaint is a serious concern about a violation of the Covenants, Conditions and Restrictions of Rimrock Meadows.

A Compliment is an appreciation expressed towards staff or others at Rimrock.

A Suggestion is a thought regarding making a positive change at Rimrock that will benefit the majority of owners.

A) This communication allegedly involves (please list all individuals involved).

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B) Facts of the Communication (please be thorough and specific).

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C) Date (s) on which alleged incident / violation occurred.

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D) What specific Covenant, if any, do you feel is being violated? Please fill out the following questions if this is a complaint.

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E) What action(s), if any, have you taken to resolve the situation/complaint?

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F) What action (s) do you suggest be taken to resolve the situation/complaint?

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G) Is there anything else that you would like to share about this situation/complaint?

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