

APPENDIX D

WILLOW CREEK/EAGLE TRACE  
COMPLAINT FORM

Please check one:

General Complaint: \_\_\_\_\_

Pet Policy Complaint: \_\_\_\_\_

**COMPLAINANT INFORMATION:**

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

Date: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

**COMPLAINT ISSUED AGAINST:**

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

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

**INCIDENT INFORMATION:**

Date of Occurrence: \_\_\_\_\_

Time of Occurrence: \_\_\_\_\_

Witness (If any): 1. \_\_\_\_\_

2. \_\_\_\_\_

Witness Address: 1. \_\_\_\_\_

2. \_\_\_\_\_

Specific Nature of Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective action taken: \_\_\_\_\_

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Notice Sent to Homeowner (Yes or No)

Date: \_\_\_\_\_

By: \_\_\_\_\_

**NOTE:** The identity of the person making the complaint will be kept confidential when the first complaint is issued. However, if a second complaint is filed and a fine is issued the Board of Directors reserves the right to contact you as a witness.