

ACTION REQUEST FORM

COMMUNITY: _____
NAME: _____
ADDRESS: _____
PHONE: _____

Specific request or complaint (supply name and address of any other party involved.)

NAME: _____
ADDRESS: _____

Specify Action/Request:

Make an attachment if additional space is needed.

STEPS YOU HAVE TAKEN TOWARDS A SOLUTION:

YOUR SUGGESTIONS TO SOLVE THIS PROBLEM:

If the Board of Trustees would seek legal remedies in this matter, would you be willing to testify in Court? _____

The following information to be supplied by the Board of Trustees:

Received by: _____ Date: _____

Action taken:

Date: _____

ACTION /REQUEST FORM PROCEDURES

Occasions may arise when homeowners have a specific item they wish to bring to the Board of Trustee's attention. Written documentation addressed to the Board's attention is necessary to ensure that proper action is taken. The procedure for initiating an action or request to the Board of Trustees is as follows:

Mail, email, or fax your request to:

Stonegate Property Management
2220 Grandview Drive, Suite 250
Ft. Mitchell, KY 41017
P: 859-534-0900
F: 859-534-0923
E: admin@spmhoa.com

The following steps will be taken as necessary to resolve the complaint:

1. An initial letter will be sent to the offending party. If there is no resolution,
2. A second letter will be sent.
3. If after these two letters, the problem or complaint is not resolved, the issue will be taken to the Board of Trustees and recommendations will be made to alleviate the complaint. Recommendations may include pursuing legal remedies.

Request Procedures: To initiate a request to the Board of Trustees, state the request in writing and forward to Stonegate Property Management, at the address indicated above. Stonegate Property Management will then forward your written request to the Board of Trustees. If you wish to address the Board of Trustees at a Board meeting please state your issue in writing and forward to Stonegate Property Management.