

Battlecreek Commons Association Inc.

1823 Lexington Circle SE

Salem, Oregon 97306

Phone: 503-362-9284 Fax: 503-364-2246

Email: battlecreekcommons@gmail.com

Violation Report & Complaint Form

Any homeowner or resident may communicate in writing a complaint or infraction of the Rules & Regulations, Bylaws, or Covenants to the Site Manager. If reporting an infraction, the rule or Bylaw in question must be specified. If the Site Manager cannot resolve the issue, it will be presented to the Board. If the Board rules against a homeowner and/or issues a fine and the homeowner feels the ruling is unfair, the homeowner can ask for a review by the Grievance Committee. The Grievance Committee reviews both positions, the applicable rules, and determines if the Board's decision should be reconsidered.

Name: _____ Date: _____

Address: _____ Phone #: _____

Can we contact you via Email? No Yes, list address below:

If yes, please provide email: _____

I would like to: report a violation make a complaint

Please provide the following details:

1. Explanation of the issue / rule or bylaw in question:

2. Have you attempted to resolve the issue? If yes, explain how.

3. What would you like to see happen?

*******OFFICE USE*******

<input type="checkbox"/> Date Received: _____	<input type="checkbox"/> Action Taken: _____
<input type="checkbox"/> Notified Board: _____	<input type="checkbox"/> Penalties: _____ <input type="checkbox"/> Fines: _____

How to submit:

1. Fill out form
2. Print form
3. Place in the Clubhouse drop box