

SUMMERFIELD CIVIC ASSOCIATION

CONCERN / COMPLAINT FORM

Date: _____

Please be specific (names, addresses, phone #'s, issue, documented dates of occurrence). Note that you do not have to sign this form, but it might be helpful if more information is needed. Also note that while most concerns / complaints are kept confidential, there is no confidentiality if the concern escalates legally.

Concern / Complaint:

Have you already talked to your neighbor about this?

YES and the outcome was:

NO and my reason is:

Your Name: _____

Email / Phone: _____

FOR SCA OFFICE USE ONLY:

Concern / Complaint Routed to

- Architectural / Landscape Committee
- Common Area Landscape Committee
- Swimming Pool Committee
- Other: _____

- Clubhouse Committee
- Greens Committee
- SCA Office / SCA Board