



**Sea Horse Park Homeowners Association, Inc.
Complaint Log**

The complaint form must be signed, dated, specific address complaint is referencing in order to be investigated.

Printed Name of Complainant

Date:

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Signature of Complainant:

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Received by:

Date Received:

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Action Taken:

Signature:

Date

Actions Expected on a Complaint: Reception of Complaint, Investigation of Complaint, Notification of Investigation to Owner. May include notification that the issue is on the Board of Directors agenda, Changes or Updates, Follow-Up with the Owner.