



### Written Complaint

Queen's Landing Rules & Regulations, 1.3. Complaints and Violations (Dispute Settlement Mechanism). In an effort to document complaints and possible covenant violations, unit owners are asked to provide the Association Manager with the following written information (tenant complaints must be submitted by the Unit Owner). You may email the completed form to [office@queenslanding.org](mailto:office@queenslanding.org) or drop it off at the clubhouse using the black mailbox located at the main entrance.

Your name: \_\_\_\_\_

Unit address \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number \_\_\_\_\_

Date(s) and time(s) of the alleged violation(s)  
\_\_\_\_\_  
\_\_\_\_\_

Unit Address/Location where the alleged violation(s) occurred  
\_\_\_\_\_

Background circumstances of the alleged violation(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your concerns and recommended action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A statement concerning your willingness to appear for a formal Board hearing  
\_\_\_\_\_  
\_\_\_\_\_

Date Violation Report Submitted: \_\_\_\_\_