



Lake Clarke Gardens Condominium, Inca
Covenant Enforcement Committee

Date of Complaint _____

Name of person making the complaint *You will remain anonymous*

_____ Bldg. ____ Unit _____

Owner of the unit complaint is directed to _____ Bldg. ____ Unit _____
if you know

Please describe the complaint in as much detail as possible (use the back of this form if necessary)

Signature _____ (unsigned forms cannot be investigated)

COMMITTEE USE ONLY

Does the committee find the complaint valid? YES NO Date _____ Action Recommended

Date notice was given to the owner by committee _____ Copy of notice attached? YES NO

Date the owner is to respond _____ *No Longer than 14 days* Did the meeting take place? YES NO Date _____

Disposition of the complaint _____

Does the CEC agree with the disposition of this complaint? YES NO

Is the BOD to handle the complaint? YES NO

If yes, is the acceptance document from the board attached? YES NO

Final disposition and remarks