

Spyglass Ridge HOA
2694 Lookout Lane
Grand Junction, CO 81503
(970) 424-5600
spyglassridge@gmail.com

HOMEOWNER COMPLAINT FORM

Please provide as much information as possible regarding the incident you are reporting!

Date of Complaint:

Location of Complaint:

Details of Complaint:

Rule or Regulation Being Violated (if known):

Complaining Parties Information:

(Please note anonymous complaints will not be acted upon but will be accepted for informational purposes only.)

Name:

Address:

Telephone Number:

Would you like your information kept confidential?:

Action Taken:

Follow up:

Form Submission Instructions

Once you have completed the form with as much information as possible, please return it to the Community Manager by email, US Mail, or in person. Written complaints received will be addressed as quickly as possible and a resolution to the complaint will be sought whenever possible. If you've a complaint about something that is threatening your health, safety, or well being please contact the appropriate emergency personnel prior to completing and/or submitting this complaint form.

All written complaints will be kept on file in the SGR Community Center. The complaining party may or may not be contacted regarding the resolution of the complaint. A written complaint is required to be on file before the Community Manager can move forward with enforcement of any SGR Policy or Procedure.