

# La Cresta Property Owners Association

## COMPLAINT FORM

Date: \_\_\_\_\_

To the Board of Directors:

As a La Cresta property owner I am requesting that the Board investigate and take appropriate action on the following matter which may be in violation of our Association's CC&R's.

This is a report of:                   \_\_\_ construction or grading  
  \_\_\_ prohibited activity  
  \_\_\_ \_\_\_\_\_

1. What is taking place?

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2. What is the exact location or address where this is occurring? APN# \_\_\_\_\_  
(office to complete)

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3. When did this happen? Is it continuing?

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(Continue on the reverse or add additional sheets if necessary)

Reported by:                   Name: \_\_\_\_\_  
  Address: \_\_\_\_\_  
  Telephone: \_\_\_\_\_ APN# \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

We will not investigate anonymous or verbal complaints. Your name will be kept confidential to the extent permitted by law. All complaints are handled in the Executive Session of the Board of Directors meetings. Our attorney has advised us that Association member disciplinary actions must be held confidential. However, if after a reasonable time the situation has not been resolved, please telephone the management company. We try to follow up on all actions but often need your additional input if the promised corrections have not been made. Please be advised that the form may be provided to the alleged violator if requested in connection with a disciplinary action or as may be required by law.

Mail or fax this form to:

La Cresta Property Owners Association  
c/o Equity Management Company  
42430 Winchester Road  
Temecula, CA 92590-2504  
Phone: 951-296-5640 Fax 951-296-5524

OFFICE ACTION

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Date received: \_\_\_\_\_ Log # \_\_\_\_\_ A/C file check: Plans on file ? \_\_\_ Yes \_\_\_ No

Referred for Inspection: \_\_\_\_\_ Letter to Property Owner: \_\_\_\_\_ Follow-up: \_\_\_\_\_

Referred to Board: \_\_\_\_\_ Action: \_\_\_\_\_

Referred to Counsel: \_\_\_\_\_ Comments: \_\_\_\_\_