Valley Pines Homeowner Association

Formal Complaint Form

Name of owner/ tenant filing complaint:

_____

Nature of complaint:

_____

Date of complaint:

_____

Date of occurrence:

_____

Time of occurrence:

_____

Unit in violation:

_____

Has a police incident report been secured (circle one)? Yes No

Please provide police incident report number and copy of report for future incidents. Basalt Police non-emergency can be reached at: (970) 927-4316. For emergencies, please call 911.

Document all future incidents by completing this form and providing a copy to the property manager. Also, secure a copy of the police incident report and provide a copy to the property manager. Please deliver formal complaint form and a copy of the incident report to the Association via the drop box(located in the clubhouse, upstairs and to the left of the elevator), via email at: jandersonmanagement@gmail.com, via the web at www.valleypineshoa.com, or by mail at:

Valley Pines HOA
PO Box 374
Basalt, CO
81621

Formal complaint forms can be found on our website: www.valleypineshoa.com