

# Issue Report Form

Condominiums are non-profit corporations composed of its unit owners. The board of directors are composed of and elected by the unit owners to serve, as available, on a volunteer part time basis. The board's objective is to do the best it can with what it has to work with as provided by the unit owners. The board employs a manager to take care of the day to day operations of the facility as best he can with what has been provided by the owners.

Neither the board, the manager nor his staff can possibly satisfy everyone all the time. With this in mind, the manager will accept and route to the board if necessary, all clearly written and concise complaints, suggestions, or other issues. Each form shall be limited to ONE issue as there is no way to effectively track, schedule, fund, discuss, reply to, or otherwise organize for the disposition of multiple issue submissions.

Each submission must be signed and dated, include your name, unit & phone numbers, state the problem AND a suggested solution. In the interest of overall prioritizing of tasks, a reasonable time of expected resolution or priority level should also be stated. Those wishing to bring up an issue at a board meeting must also follow this format and submit their topic on this form to the office with written indication of such at least one week prior to the meeting. You will be given the opportunity for a brief presentation.

Forms not adhering to the above are likely to be discarded. Notwithstanding the limitation of funds or personnel, it is the management team's objective to maintain and improve the facility as best it can.

Thank you for your anticipated understanding ... the condo management team - issued 3/10/05

COMPLAINT / TOPIC:

---

---

NAME, DATE, UNIT & PHONE # : \_\_\_\_\_

PRIORITY OR EXPECTED RESPONSE TIME: \_\_\_\_\_

SUGGESTED RESOLUTION: (please print)

---

---

---

---

---

---

---

---