

**HERITAGE RANCH OWNERS' ASSOCIATION
PASO ROBLES, CALIFORNIA
MEMBER COMMUNICATION FORM**

DATE:	LOT/TRACT:
PROPERTY OWNER NAME:	
ADDRESS:	
PHONE — DAY:	EVENING:

COMPLAINT INFORMATION

NAME:	
LOCATION OF INCIDENT:	
DATE OF INCIDENT:	TIME OF INCIDENT:

DESCRIPTION/COMMENTS:

I REQUEST A FOLLOW-UP CALL

FOR OFFICE USE ONLY : CODE - SECURITY - OFFICE - MAINTENACE - VH/APPEAL - BOD

DATE RECEIVED:	DATE ROUTED:
RECEIVED BY:	ROUTED TO:
DATE COMPLAINING PARTY CONTACTED RE: RESULTS:	HOW & WHO CONTACT:

RESPONSE:

We will make every effort to maintain your confidentiality if you are complaining about another member. Please keep in mind that certain complaints by their nature might require your cooperation in order to process them to your complete satisfaction.