

Written Complaint Form

The Board of Directors has adopted this association complaint form for association members (e.g. unit owners) to file written complaints with the Board about violations of the Association’s Declaration, Bylaws, Rules and Regulations or applicable Illinois law.

1. Name the document and the paragraph number violated. Please select all that apply. If “Other,” please specify.

- Declaration
- Bylaws
- Rules
- Condominium Property Act
- Common Interest Community Association Act
- Illinois General Not for Profit Corporation Act
- Other (please specify)

2. Legibly describe the Complaint (e.g. denied access to records, violation of bylaws), as well as the requested action or resolution of the issues described in the Complaint. Please include references to the specific facts and circumstances at issue and the provisions of the Association’s Declaration, Bylaws, Rules and Regulations and/or the provisions of Illinois laws that support the Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form. Also, attach any supporting documents, correspondence and other materials related to the Complaint.

3. Explain in what way anyone violated the section, in the order that things happened, starting from the beginning. If there is insufficient space, please attach a separate sheet of paper to this Complaint form.

4. Describe, explain and attach any documents or other evidence that supports your Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form.

5. Please describe what you want the Board to do to solve your Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form.

Printed Name

Email Address

Mailing Address

Unit/Lot Address

Phone

Cell

Contact Preference: Phone Cell Phone Email

Signature _____ Date _____