

SOUTHPORT SPRINGS 723 HOMEOWNERS' ASSOCIATION, INC.

SUGGESTION / COMPLAINT FORM

Note: The Association can only act on a complaint after it has been filed with the Park. We can immediately contact the Owners/Management with a suggestion. Therefore, if you have a complaint, you must first file with them; otherwise just put your suggestion in the Suggestion Box in the little clubhouse and the board will address it. Under Florida law, the association cannot act on matters concerning home warranties.

NAME _____ DATE _____

ADDRESS _____ PHONE # _____

DESCRIBE YOUR SUGGESTION/COMPLAINT:

WHAT DO YOU FEEL WOULD BE A REASONABLE RESOLUTION TO YOUR SUGGESTION/COMPLAINT?

DATE FILED WITH MANAGEMENT _____

INITIALS OF MANAGEMENT REPRESENTATIVE RECEIVING COMPLAINT _____

The association will review your complaint to see if any 723 rights were violated and advise you of any action it may take to resolve your issue before actually proceeding. No action will be taken on a form that is not fully filled out with name, address, phone number and signature.

Signature of resident

Date

INSTRUCTIONS:

1. Fill out form.
2. Present completed form to management office. Please do not forget to sign and date the form.
3. Ask management representative to date and initial the form. When that has been done request 2 copies of the form. Place one in your records and provide a copy for the Home Owners Association.
4. Allow 20 business days for management to respond to your complaint.
If after 20 business days your complaint has not been resolved to your satisfaction or management has not responded to your complaint then contact the Home Owners Association for assistance.