

**Appendix A**  
**Complaint or Property Damage Report**

Use this form to report any problems, such as dead shrubs in communal area, tree needs to be trimmed, resident parking in public parking, garage door constantly open, unauthorized modifications, unsightly area, property damage by vendor etc.

**Name, address & phone number of person reporting problem:**                      **Date:**

**Name:**

**Address:**

**Phone #:**

**Email Address:**

**Address of Problem:**

**Provide details of the Problem:**

**Who do you think, if anyone, is responsible for the problem: Identify a Vendor or resident:**

**What if anything do you propose as a solution:** (Note: If extensive damage by Vendor a Damage mitigation form may be required)

-----Following is completed by Property Manager, or VOH committee or Board. -----

**Date Received by Property Manager:** \_\_\_\_\_

**Contact Name at Property Manager:** \_\_\_\_\_

**If problem cannot be resolved by Property Manager, Problem is escalated to Executive Committee or Landscaping Chairperson.**

**Escalated to:** \_\_\_\_\_

**Date escalated:** \_\_\_\_\_

**Resolution:**

**Date resolved:**

**Party recommending solution**

**Date of follow-up with Originator:**