

# Cumberland Lakes Property Owners Association

## MEMBER COMPLAINT FORM

### A. MEMBER INFORMATION

Date Submitted: \_\_\_\_\_

Member Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### B. TYPE OF COMPLAINT

*(Check all that apply)*

Noise disturbance  Property maintenance issue  Violation of community rules/bylaws

Safety concern  Pet-related issue  Parking/vehicle issue  Other (please specify):

\_\_\_\_\_

### C. PERSON/PROPERTY INVOLVED

*(If known)*

Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

### D. DESCRIPTION OF THE ISSUE

*Please provide a clear, factual description including dates, times, and relevant details.*

## **E. PREVIOUS ACTIONS TAKEN**

Have you attempted to resolve this issue directly or informally?

Yes  No

If yes, describe what was done and the outcome:

## **F. SUPPORTING EVIDENCE**

*(Optional — attach if applicable)*

Photos attached  Video attached  Documents attached  No supporting materials

## **G. DESIRED RESOLUTION**

*What action would you like the POA to consider?*

## **H. MEMBER CERTIFICATION**

I certify that the information provided is accurate to the best of my knowledge and submitted in good faith.

**Signature:** \_\_\_\_\_

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

Please complete and submit to the AECC at: [cumberlandlakes.aecc@gmail.com](mailto:cumberlandlakes.aecc@gmail.com) or you may mail to Cumberland Lakes POA at 1901 Cumberland Lakes Dr. Monterey, TN 38574.

The AECC committee will review and determine what action, if any, will be taken. It may take up to 35 days for the AECC to make their decision. At that time both parties will be notified by email, USPS, or text.