

VILLAS OF VICTOR MEADOW HOA
PROBLEM/ACTION REPORT FORM

Please review the information on the second page and submit the completed form to M&H Property Management. You may fax it to 651-795-8570, or e-mail it to daleice@aol.com, or mail it to P.O. Box 131957, Roseville, MN 55113.

REPORTED BY:

Name _____ Date _____
(Please print)
Address _____ (H) Phone _____
(W) Phone _____

NATURE OF PROBLEM/ACTION NEEDED

Please check one of the six categories listed below:

☐ Building Maintenance ☐ Grounds Maintenance ☐ Violation of Rules and Regulations
☐ Change or correction of information on file ☐ Information Request ☐ Possible Insurance Claim

DESCRIPTION OF PROBLEM OR ACTION NEEDED

Please include information such as time, date and location of problem. Also indicate if this is a re-occurring problem and if so, how often it occurs and when did it first occur.

(Witness's signature required only for behavior problems)

Witness's Signature

Homeowner Signature

Witness's Signature

PROBLEM/ACTION REPORT INFORMATION FOR HOMEOWNERS

In order to minimize confusion and the inconvenience of unnecessary delays, please fill out the form as completely as possible. It is important to establish a written record of any problem. Verbal reporting is not enough to guarantee your problem will receive appropriate attention. If your problem is important to you, it is important that you take time to write it out. **Anonymous problem reports will receive no consideration.**

Policy matters or problems that require a decision by the Board of Directors may take time since the Board of Directors usually meets only once per month or quarter as the case may be. If possible, submit your problem no later than 10 days prior to the next scheduled Board meeting so there is sufficient time to consider adding the matter to the meeting agenda.

Routine maintenance matters will receive appropriate and timely attention. Non-routine items such as storm damage repairs may cause the Board of Directors to deal with numerous problems and priorities. Obviously, the more serious problems will be dealt with first. Please be patient. Your cooperation will be appreciated.

Behavioral problems with neighbors or their guests are difficult for the Board of Directors to deal with. If you are bothered by a neighbor's pet, neighbor's noise or how he or she parks his or her vehicle and you have asked the neighbor's cooperation and have had no success, please have another resident within the association witness the problem and sign this form as well. Without a collaborating witness, it may be difficult for anyone outside the situation to determine who is reasonable and who is unreasonable. Include detailed information such as time, date, location, license plate number and the specific nature of the problem.