

HOLIDAY HEIGHTS HOMEOWNERS ASSOCIATION

96 Prince Charles Drive; Toms River, NJ 08757

732-244-8686 Fax 732-244-1447

This form is for internal Office use only

General Complaint and Suggestion Form

Complainant Information

(your name & Information)

Complaint Against

(Their Information)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone # _____ (Contacted On: _____)

Signature: _____ (Unsigned Complaints will not be acted upon)

The Board of Directors is open to all suggestions, comments or complaints. All forms will be acted upon as soon as possible and you will be contacted by telephone to acknowledge its receipt. No further information on the resolution of the complaint will be provided to you. All information will be treated confidentially.

Complaint or Suggestion: _____

(Use Back of form if required for additional information)

Office Use Only: (Code Committee Reply) Date Received: _____

Signed by: _____

Reply Date: _____

Action Taken By Board: _____

Follow Up Action: _____

Signed by: _____

Reply Date: _____