



# shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805



**INCIDENT**



**CONCERN**



**COMPLAINT**

Date Reported:

Name of Person(s) Reporting (please print):

Lot #

Address:

Phone #

**DESCRIPTION OF INCIDENT/CONCERN/COMPLAINT (who, what, when, & where)**

Signature(s):

Has there been an effort made by the parties involved to resolve this issue?

Yes  No

Is this a problem for other residents?  Yes  No

Comments:

**FOR OFFICE USE ONLY**

Report Received By:

Date:

Referred to:

Building Committee

Lot Committee

Greenbelt Committee

Manager

Reviewed by Committee/Manager on:

If this report concerns actions on another lot (respondent), please provide:

Name: \_\_\_\_\_ Lot # \_\_\_\_\_ Telephone # \_\_\_\_\_

**RESPONDENTS COMMENTS:** \_\_\_\_\_

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Comments given/taken by: \_\_\_\_\_ Date: \_\_\_\_\_

**ACTION TAKEN**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOLLOW-UP INFORMATION**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL DISPOSITION:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_