



Sun Ranch Owners' Association

Procedures for Addressing Concerns or Problems

1) Reporting Party: Name _____ Lot # _____ Date: _____
Phone _____ Email _____
Mailing Address _____

2) Identify Concern or Problem: _____

3) Location/Lot# or Name where Concern or Problem is Taking Place: _____

4) Your efforts to address Concern or Problem: _____

5) Your suggestion(s) for resolving the Concern or Problem: _____

Actions Taken

1) Assigned Board Member(s) Contact: _____ Phone _____
Email _____ Relevant Covenant(s) _____

2) 1st Outreach: _____ Date: _____
Results: _____

3) 2nd Outreach: _____ Date: _____

4) Plan to address Concern/Problem: _____

5) Concern/Problem resolved? Yes ___ Still working On It ___ No ___ Date: _____

6) If "No" Certified Letter to Home Owner Sent Fines/Costs _____ Date: _____

7) Concern/Problem resolved: Yes ___ No ___ Date: _____

8) If "No" Property Lien Placed at County Cost to Homeowner \$ _____ Date: _____

9) Lien costs payed and problem resolved? If yes, lien removed by _____ Date: _____