EASTVIEW RB DUPLEX ASSOCIATION

c/o Granite/Property ADVANTAGE • 5142 Avenida Encinas • Carlsbad, CA 92008
(Phone) 760-585-1700 • (Fax) 760-438-6962 • www.propadvantage.com

REQUEST FOR: ☐ **Landscape Work** ☐ **Maintenance Work** ☐ **Other**

Date: _____ Time: _____ AM / PM Report #: ☐ 1st ☐ 2nd ☐ 3rd

Address: _____

Owner/Renter: _____ ☐ Owner ☐ Renter

Phone Number: _____ Email: _____

DESCRIPTION OF HOMEOWNER'S CONCERN

_____

_____

_____

_____

_____

_____

Request Received By: _____ ☐ HOA Board ☐ Granite/Property Advantage

ACTION TO BE TAKEN

_____

_____

_____

_____

Work Completed By: _____ Date: _____

Please complete the *"Homeowner's Concern Notice"* form and return it to the Community Center, via mail or fax to GRANITE MANAGEMENT, Attn: HOA Customer Care at 760-438-6962. The Board of Directors will conduct an investigation of the concern and appropriate action will be taken.

If neither the Management Company nor the Board of Directors receives *additional* correspondence regarding the ***Homeowner's Concern Notice*** the complaint will be considered resolved.

Remember, neither the Management Company, on behalf of the Board of Directors, nor the Board of Directors themselves will act on VERBAL complaints. **THEY MUST BE IN WRITING.** If you have any questions regarding the process or need additional forms, please contact Customer Care at **(760) 585-1700.** Additional forms can be found on the website at www.eastviewduplex. com

Thank you for your assistance in helping us all pull together in keeping your Homeowners Association fair and equal for everyone.

All complaints and concerns will be anonymous and confidential

_____ X _____ _____

PRINT NAME SIGNATURE DATE

(Revised 6/09)