

# Homeowners Association Enforcement Request Form

NAME OF COMMUNITY: \_\_\_\_\_

ADDRESS WITH ENFORCEMENT ISSUE: \_\_\_\_\_

SPECIFIC ENFORCEMENT REQUEST: *(Please be specific - provide as much detail as possible. If you need more space, continue on the reverse side of this form.)* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....

**REQUIRED INFORMATION:** *(will be kept confidential):* Date: \_\_\_\_\_

Your Name: *(print first & last):* \_\_\_\_\_

Your Signature: \_\_\_\_\_

Your Address: \_\_\_\_\_

Best telephone number to reach you *(home/work/cell):* (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

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Please complete this form if there is an issue in your community that needs enforcement of your community's deed restrictions or supplemental rules. If you are unsure as to whether an issue requires enforcement, please review your community's most current documents and/or supplemental rules.

**Incomplete and anonymous forms will not be processed. Your contact information is needed in the event our office needs additional information or clarification from you regarding your enforcement request. Your identity will be kept confidential by our office, and this form will not be filed with your community's official association records.**

All Enforcement Request Forms will be reviewed and processed in a timely manner. Depending on the nature of your enforcement request, McNeil Management may require further verification from either our inspection team or a Board Member before taking any action.

Once completed, please mail or fax this form to our office. Thank you for helping us better serve you and your community.

## McNeil Management Services, Inc.

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