



# COMPLAINT FORM

This optional form contains all of the elements an AKW resident needs to file a formal complaint with the AKW Board of Directors. You may submit a complaint in another format but, in any case, the resident – or the off-site owner – must include their name and unit number to receive a formal response from the AKW Board.

Today's Date: \_\_\_\_\_

### Nature of the Complaint

- Maintenance Issue  
  Parking / Grounds Issue  
  Personnel Issue  
  Other

### State complaint here:

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AKW Resident Name \_\_\_\_\_

Unit Number \_\_\_\_\_

Contact Information \_\_\_\_\_

Received by and date: \_\_\_\_\_

Complaint acknowledged on \_\_\_\_\_ by \_\_\_\_\_

Note: Document complaint resolution and attach to this form for the official AKW record.