

CONCERN C20XX-X

**Chelaque Estates Homeowners' Association
599 Proffitt Ridge
Mooresburg, TN 37811**

To Register a Compliment or Concern, enter the information below.

Should you need approval or Board attention, please submit this form by mail or email to the Board President's attention at least 30 days prior to your *need* for approval or attention. If this is an emergency, please call a Chelaque Board Member. Since regular BOD meetings are held monthly, a special meeting will be held if required.

Note: All requests/concerns submitted are confidential and will be known only to Board Members.

All requests/concerns must be made in writing.

Report Date:

Reporter Name:

Reporter Phone Number:

Reporter Email Address:

Affected Phase/Lot Number (If applicable):

Description of Compliment or Concern: (Provide Example(s) and Proposed Solution(s))

(Continue on back of page if needed)

Signature of Correspondent (If mailing):

OR Email to president@chelaque.org

Board of Directors Response:

Date Closure Voted on by BOD:

Date Resolution Sent to Reporter: