**CONCERN C20XX-X**

**Chelaque Estates Homeowners’ Association**

**599 Proffitt Ridge Rd**

**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 in writing.**

Report Date:Click or tap here to enter text.

Reporter Name:Click or tap here to enter text.

Reporter Phone Number:Click or tap here to enter text.

Reporter Email Address:Click or tap here to enter text.

Affected Phase/Lot Number (If applicable):Click or tap here to enter text.

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

Click or tap here to enter text.

Signature of Correspondent (if mailing)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or email to president@chelaque.org

Board of Directors Response:

Click or tap here to enter text.

Date Closure Voted on by BOD:Click or tap here to enter text.

Date Resolution Sent to Reporter:Click or tap here to enter text.