FOX TRAIL PROPERTY OWNERS ASSOCIATION
GRIEVANCE/MEDIATION COMMITTEE
REQUEST FOR CORRECTIVE ACTION

The Grievance/Mediation Committee requires that you supply the following information to allow us to appropriately act on your concern. Please be as specific as possible when describing the COMPLAINT. If applicable, please state how the COMPLAINT is in violation of the Covenants and Restrictions/Articles of Incorporation/By-Laws. A good quality photo depicting the COMPLAINT with drawings detailing where it is located on the property must also be submitted. If you feel your COMPLAINT requires MEDIATION, please submit a detailed letter explaining your position.

This COMPLAINT/GRIEVANCE form must be submitted two (2) weeks before the monthly Board Meeting to the Chair of the Grievance Committee. Your COMPLAINT/GRIEVANCE will be addressed at the Board of Directors Meeting following the receipt of COMPLAINT. The person filing the COMPLAINT must be present at the Board Meeting.

Please mail this form to: FOX TRAIL POA P.O. BOX 211 LOXAHATCHEE, FL 33470

ADDRESS/LOT NUMBER WHERE COMPLAINT EXISTS:_____

PROPERTY OWNER(S) NAME: _____

PERSON FILING COMPLAINT: _____

ADDRESS OF PERSON FILING COMPLAINT: _____

DAYTIME PHONE NUMBER:_____ CELL PHONE NUMBER:_____

SIGNATURE:_____ DATE: _____

COMPLAINT (PLEASE BE SPECIFIC):

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