



**OAK SHORES COMMUNITY ASSOCIATION, INC.**

2727 TURKEY COVE ROAD • BRADLEY, CALIFORNIA 93426

PHONE: (805) 472-2233 • FAX: (805) 472-2234

WEB: oakshores.us

**COMPLAINTS / SUGGESTIONS / RECOMMENDATIONS**

**PLEASE PRINT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**COMPLAINT:**

(List problem – persons involved – date and time of event and place of occurrence -)

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

**RECOMMENDATION OR SUGGESTION:**

(Give as much detail as needed – please use other side of paper if needed)

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

SIGNATURE \_\_\_\_\_ TRACT/LOT \_\_\_\_\_

Verification of complaint: yes \_\_\_ no \_\_\_ initials of staff \_\_\_\_\_ Manager's initials \_\_\_\_\_

Action to be taken: \_\_\_\_\_

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

Response sent to: \_\_\_\_\_

Date: \_\_\_\_\_