

# PARKWAY PLACE HOMEOWNERS ASSOCIATION

## Complaint Form

Complainant Name and address: \_\_\_\_\_

Your E-mail Address (if applicable): \_\_\_\_\_

Address of Homeowner Being Complained About: \_\_\_\_\_

Legibly describe your complaint. Please include references to the specific facts and circumstances at issue **and the provisions of the Association's documents that support your complaint**. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Also attach any supporting documents relative to your complaint. *The Board is not an arbitration panel to settle neighbor's disputes but only to clarify the rules and regulations that govern the board and its members.*

*Note: Depending on your complaint, either the Architectural Review Committee and/or the Board of Directors will consider and discuss your complaint, and issue a ruling in a timely manner. The BOD will not convene a special meeting to discuss complaints but will take the matter into consideration at the next scheduled board meeting. Meeting times are available on the web site. If you do not agree with any complaint decided by the Architectural Review Committee, you may appeal to the Board.*

**Mail your complaint and any accompanying papers to:**

Hall Associates Inc.  
PO Box 20468  
Roanoke, VA 24018

Hall Associates will report the decision(s) to the complainant either by letter or email.