



Rio Brazos POA  
101 East el Camino Real  
Weatherford, Texas 76087

## Homeowners Association Complaint Form

This is the Rio Brazos POA Board of Directors official process for complaints to be addressed. This form must be signed and dated by the complainant to be processed. Please submit to the Address listed at the bottom or email to [info@rio-brazos-poa.com](mailto:info@rio-brazos-poa.com)

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

### Complainant Information

(Association member filing complaint)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email & Phone: \_\_\_\_\_

### Defendant Information

(Alleged Violator)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**Violation:** The nature and date of the alleged violation, and a description of the factual basis of the complaint. (Who What Where When)

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**Regulation:** State the specific Rule and Regulation being violated. These are available from a member of the Board or from our website [www.rio-brazos-poa.com](http://www.rio-brazos-poa.com)

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**Witness:** Name, Address, and Phone

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**Signature and Date of the Complainant:**

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Please complete the above information, sign and date the form then mail to address listed above or email to [info@rio-brazos-poa.com](mailto:info@rio-brazos-poa.com)

**Official Use:** Receipt Date: \_\_\_\_\_ Board Meeting Date: \_\_\_\_\_

Action Taken:

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A record of each Complaint shall be maintained for no less than one year after the Association acts upon the Complaint. The Association Complaint must be readily available (upon request) to all members of the association and citizens at regular scheduled board meeting. Board has to take action within 60 days of receipt.