

Leisure Time Estates Property Owners Association

Written Complaint Form

The LTEA Board of Directors has adopted this LTEA complaint form for LTEA Property Owners to file written complaints with the Board about violations of the LTEA Articles of Incorporation, Covenants, Bylaws, Rules, Building Codes or applicable Illinois law.

1. Name the **document** and the **paragraph number** violated. Please select all that apply. If "Other," please specify.

Articles of Incorporation: _____

Covenants: _____

Bylaws: _____

Rules: _____

Common Interest Community Assoc. Act: _____

Ill. General Not-for-Profit Corp. Act: _____

Other (please specify): _____

2. Legibly describe the Complaint (e.g. denied access to records, violation of bylaws), as well as the requested action or resolution of the issues described in the Complaint. Please include references to the specific facts and circumstances at issue and the provisions of the Association's Articles of Incorporation, Covenants, Bylaws, Rules and Regulations and/or the provisions of Illinois laws that support the Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form. Also, attach any supporting documents, correspondence and other materials related to the Complaint.

3. Explain in what way anyone violated the section, in the order that things happened, starting from the beginning. If there is insufficient space, please attach a separate sheet of paper to this Complaint form.

4. Describe, explain and attach any documents or other evidence that supports your Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form.

5. Please describe what you want the Board to do to solve your Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form.

Printed Name:

Email Address:

Mailing Address:

Lot Number:

Phone:

Preferred Method of Contact:

Signature:

Date:
