

Mainlands of Tamarac By the Gulf Unit One Association Inc.
9650 MAINLANDS BLVD. W
PINELLAS PARK, FL 33782

Complaint Form

DATE: _____

ADDRESS OF COMPLAINT:

MY COMPLAINT IS AS FOLLOWS: _____

YOUR NAME: _____
(PLEASE PRINT)

ADDRESS: _____

SIGNATURE: _____
(MUST BE SIGNED)

Office Use Only

ACTION TAKEN:

1. SPOKE TO RESIDENT DATE: _____

2. FIRST LETTER SENT DATE: _____

3. SECOND LETTER SENT DATE: _____

4. RECOMMENDATION OF THE BOARD OF DIRECTORS.

5. COMPLAINT SENT TO ATTORNEY FOR LEGAL ACTION.

DATE: _____

6. OTHER: _____

See reverse side for procedures

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PROCEDURE FOR RESIDENT COMPLAINTS

1. All resident complaints must be in writing and MUST be signed.
2. All resident complaints must be submitted in a sealed envelope to the property manager, who will work in conjunction with the Board president.
3. Privacy of the complainant will be maintained to the greatest degree possible, however the Florida Condominium Act generally provides that all written records of the association are open to the inspection and copying by the unit owners (unless specifically exempted in the statute). A written complaint is an “official record” of the association and maybe requested by any HO if they follow the “request for correspondence” protocol.
4. When appropriate the property manager will do an inspection to verify the complaint.
5. The property manager will then take the complaint to the Board president for direction on how to proceed. Either by telephone call or letter to the homeowner with a follow up date for violation resolution.
6. Any complainant may contact the office no less than 30 days after the original complaint was made to receive an update.