

TIMBERLANE

Timberlane Homes Association Inc.

Professionally managed by Loxoma Community Management Services LLC

Complaint Form

Please fill out one complaint form for each complaint. If possible, please provide photos. Each complaint is reviewed on a case by case basis. All complaints must be written (email ok) and submitted to office. Office email is Office@TimberlaneHOA.org

All complaints will be assessed by the appropriate committee or by the board of directors.

Here is some additional information:

Your complaint form is not shown to the person you are filling the complaint against.

Once the complaint is closed a copy is filed in the Div / Lot file with your name blacked out.

Trees: Please mark the tree(s) so we can identify them. (Bright colored ribbon, string, etc.) The tree will be reviewed and if it needs to come down but is not in any immediate danger, it will be put on a list. If the nature of the tree changes please notify the Business Office as soon as possible.

Greenbelt / Common Area Parking: If a vehicle is parked in the common area (greenbelt, private drive, etc.) a warning will be given. If the vehicle is not removed in 2 days, a second warning will be given, with notification of intent to tow. If the vehicle is still not removed, the vehicle will be photographed and towed at the homeowner's expense.

Many of the problems listed below can be reported online to the City of Covington through Covington Connects at www.covingtonwa.gov/covingtonconnects/

Unkempt Yard: If there are immediate pest issues or other health concerns please notify the health department as well at (206) 205-4394.

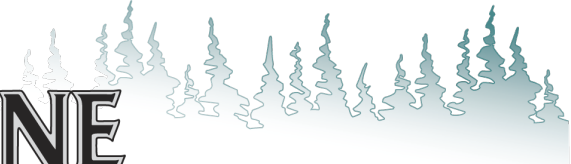
Animals: If there are immediate concerns with animals harming your property please call animal control as well at (206) 296-7387.

Traffic Problems: If there is an immediate concern with an instance of reckless driving or if you feel the public is at risk, please call the police at 911 or on the non-emergency line (206) 296-3311.

Mail Theft: If you have experienced mail theft, please also contact the Covington Post Office at (253) 639-6833.

Graffiti: Free Removal kits are available at Covington City Hall located at 16720 SE 271st St. Ste. 100. Contact: Karla Slate 253-638-1110 Ext. 2234

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Your Name _____ Your Div/Lot# _____

Your Address _____

Home Phone # _____ Email _____

Work Phone # _____

Details

Div/Lot# Involved _____

Address Involved _____

Please explain the complaint in detail _____

Committee/Director Comments _____

Directors Signature _____ Date _____