



P.O. Box 62218
Colorado Springs, CO 80962-2218
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www.diversifiedprop.com

COMPLAINT FORM

The Management Company (Diversified Property Management) as agents for Castlepoint HOA it is our responsibility to investigate complaints on behalf of the Board that concern the Associations interest and involve 1) Covenants violations; 2) Organizations i.e. landscape companies. 3) Common Area violations i.e. defaulted sprinklers, trashed areas. **The management company does not become involved in private disputes or disputes not concerning the Declarations.**

Instructions for filing a complaint:

1. Please type or print clearly
2. Please complete the entire form
3. Please enclose copies of any documents relating to this complaint
4. Please send all correspondence to the following address:

**Diversified Property Management, LLC
P.O. Box 62218
Colorado Springs, CO 80962-2218**

Adobe Users:



AFTER YOU HAVE COMPLETED THIS FORM, PLEASE SAVE CHANGES BEFORE EMAILING. IF YOU DO NOT, THE FORM WILL BE EMAILED BLANK.

DATE:

NAME OF COMPLAINANT:

ADDRESS:

HOME PHONE NUMBER:

BUSINESS PHONE NUMBER:

Note: Your name will not be given or relayed in any way to the Homeowner or Organization about whom you are complaining.

PLEASE PRINT OR TYPE YOUR COMPLAINT BELOW

Give the name, address and telephone number, if available, of the Homeowner or Organization about whom you are complaining.

Section I.

Name of Homeowner(s):

Name of person(s) involved:

Address:

Phone:

Section II.

Allegations of complaint (Please include as much specific detail as possible)

Section III.

Describe documents in your possession that relate to your complaint.

Section IV.

Yes *No* Have you submitted this complaint to any other agency or other law enforcement authority? (If "yes" please list the name of the agency, address, telephone number and name of my person contacted)

Section V.

Yes *No* Do you have any objection to the contents of this complaint being forwarded or discussed with the organization or person about who is the subject of this complaint?

Be advised that the management company does not have police power, but represents the Association in enforcing the Covenants. If you have any questions concerning any illegal acts, you should contact your local police department. Please refer to our website which contains a resident reference phone guide of numbers to utilize.

Signature