

**Gilchrist**  
**Homeowners**  
**Association**

P.O. Box 862  
Gilchrist, Oregon 97737

**Complaint Procedures**

Below are the procedures for filing a complaint to the Gilchrist Owners Association. All complaints **must be in writing, signed, dated, with complaint clearly explained and mailed to the association address.**

All complaints will be taken into account and investigated and brought to the attention of the board at the next regularly scheduled association meeting unless they are deemed severe enough to warrant a special hearing or meeting.

The association's Board of Directors will respond to the complainant within 30 days of receiving the accurately completed complaint. **At no time will a complaint be accepted verbally.**

**Complaint Procedures:**

1. Try to resolve the matter with the involved parties in a civil and polite manner, if the matter can't be resolved,
2. Write a letter fully explaining your complaint, list steps you've already taken to resolve the issue and
3. Sign, date and mail to the association address.

Respectfully,  
Gilchrist Homeowners Association  
Board of Directors