



Oakland Hills
Neighborhood Association

Request for Assistance / Complaint Form

OHNA Complaint Resolution

*In all neighborhoods problems arise from time to time and often are related to the area's covenants. If you have attempted to resolve an issue with a neighbor and want to pursue it further, complete all sections of this form and return it to **OHNA c/o Landscape & Architecture Committee, P.O. Box 36592, Indianapolis, IN 46236-0592** or submit electronically at <http://www.OHNA.org/assistance>. You will be contacted within 10 days after receipt of this form. Please remember, OHNA does not provide legal representation for parties involved. OHNA's responsibility is to assist neighbors in settling disagreements and overseeing compliance with the covenants.*

IDENTIFYING INFORMATION: (person who is filing the complaint)

Date: _____ Lot #: _____ Phone #: _____ Email: _____

Name: _____ Address: _____

Homeowner's Signature _____

OTHERS INVOLVED IN THE PROBLEM:

Name: _____ Address: _____ Phone #: _____

Name: _____ Address: _____ Phone #: _____

NATURE OF THE PROBLEM: (briefly describe the problem and how long it has been an issue)

LIST STEPS TAKEN TO SOLVE THE PROBLEM: (include personal contacts with the other party)

FOR BOARD USE ONLY:

Date Received: _____ Received by: _____ Assigned to: _____

Date parties involved were contacted: _____

Steps to resolve problem: _____

Resolution: satisfactory unsatisfactory to parties involved Date closed: _____

Recommendations made to parties: _____