



202 Birch Forest Drive
Somerville, Texas 77879

Birch Creek Forest Properties Incorporated **GRIEVANCE FORM**

Date _____ / _____ /20_____

Grievant Name: _____

Grievant Address: _____

Grievant Contact Telephone Number _____ - _____ - _____

Should a Property Owner have a grievance or complaint, this **Grievance Form** must be completed and submitted in an effort to increase communication between the Property Owner and the Maintenance Board. When stating your grievance or complaint, be specific, objective and if applicable, state any feasible recommendations.

1. Describe your grievance, complaint and/or recommendation:

_____.

Signature of Grieving Property Owner _____

Below to be completed by a Maintenance Board Member

Date grievance or complaint received _____ / _____ /20_____

Maintenance Board action taken or to be taken: _____

_____.

Minutes Dated _____ / _____ /20_____

Date Property Owner notified of action _____ / _____ /20_____ by (Board Member) _____