



## CREEKSIDE COMMUNITY MASTER ASSOCIATION MEMBER REPORT FORM

This form is utilized by the Association to address reports and/or grievances within the Association. This form is included in the Board materials for each meeting and any outstanding issues are addressed by the Board at that time. Please fill out this form with the requested information and attach any additional information/proof pertinent to the issue.

If the complaint is criminal in nature, the Association is not permitted to address it. Please contact the proper authorities to address any criminal concerns.

I am reporting a: (pick one)

Common Area Issue      Homeowner Issue      Vendor Issue      Other Issue

I am requesting to speak with the Board of Directors in Executive Session      Yes      No

*The Association requires one form per issue. If there are multiple issues, multiple forms are required.*

Date of Report:

Your Name:

Your Association Address:

Your Email Address:

Your Phone Number:

Date of Suspected Issue:

Address/Location of Issue:

Description:

Please attach any additional information/pictures or proof to this form and turn it in to  
[creeksideinfo@nextstepcommunities.com](mailto:creeksideinfo@nextstepcommunities.com).

Did you notify the resident/vendor of the suspected issue prior to filing a report with Management?      Yes      No

Is this suspected issue a violation of the Governing Documents?      Yes      No

If so, please provide the section of the CC&Rs, Bylaws, Rules or other California Code addressing the violation.

Violation complaints will be addressed either at the manager's next inspection or by the Board at the next Association meeting. If the issue cannot be verified, the matter will be closed. If the issue is a violation, the subject matter remains private between the other owner, the Board and Management. You may be requested to attend a meeting or provide additional information, however you will not be privy to the results of the issue if it is determined to be private in nature.

Internal Notes:

**\*\*While every effort is made to keep your information private, there may be an instance where your information may be required to be disclosed. Anonymity is not guaranteed.\*\***