

BROOK FOREST

Brook Forest Community Association
211 W. Chicago Avenue, Suite 10
Hinsdale, IL 60521

COMPLAINT FORM

The Board of Directors has adopted this association complaint form for homeowners (e.g. unit owners) to file written complaints with the Board about violations of the Association's Declaration, Bylaws, Rules and Regulations or applicable Illinois law or another homeowner, their tenant, invitee or guest.

1. Name the document and the paragraph number violated. Please select all that apply. If "Other," please specify.

- Declaration _____
- Bylaws _____
- Rules _____
- CICA Act _____
- Another homeowner _____
- Other (please specify) _____

2. Who is this Complaint made against (name and address), if known):

3. Legibly describe the Complaint (e.g. what violation has occurred), as well as the requested action or resolution of the issues described in the Complaint. Please include references to the specific facts and circumstances at issue and the provisions of the Association's Declaration, Bylaws, Rules and Regulations and/or the provisions of Illinois laws that support the Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form.

(If more space is needed, please use a separate sheet of paper.)

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4. Explain in what way anyone violated the section, in chronological order. If there is insufficient space, please attach a separate sheet of paper to this Complaint form.

5. Describe, explain and **attach** any documents or other evidence that supports your Complaint and which you intend the Board to consider. If there is insufficient space, please attach a separate sheet of paper to this Complaint form. Please include a list of potential witnesses, if applicable. Failure to supply documentation or a witness list as required under the Complaint Procedure may result in delay or termination of the Complaint or refusal to consider said evidence at a hearing on the Complaint.

6. Please describe what you want the Board to do to solve your Complaint. If there is insufficient space, please attach a separate sheet of paper to this Complaint form.

COMPLAINANT'S INFORMATION AND AGREEMENT

www.brookforest.com

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Printed Name: _____

Email Address: _____

Mailing Address: _____

Address: _____

Phone: _____; Cell: _____

Contact Preference:

- Phone
- Cell Phone
- Email
- Mail

AGREEMENT AND ACKNOWLEDGMENT

By signing below, the Complainant confirms that the above allegations are true and correct and agrees to voluntarily cooperate with any investigative proceeding, dispute resolution and if necessary any litigation arising out of the above Complaint. Complainant recognizes that their failure to cooperate may result in the matter being terminated by the Board. If legal fees and court costs are incurred as a result of the Complainant either falsifying information or refusal to cooperate, any legal fees or costs incurred will be charged back to the Complainant.

Signature _____ Date _____

COMPLAINANT MUST SIGN AND DATE OR THE COMPLAINT WILL NOT BE DEEMED RECEIVED.