

# Fearrington Homeowners Association, Inc. Grievance Report Form

Your Board of Directors has established the Grievance Reporting Process to address Community Concerns and to insure a timely response from the appropriate party, i.e., the Community Manager, the Covenant Governance Committee or the Board of Directors. We will only address concerns documented pursuant to this reporting procedure. Hence, oral or written communications not accompanied by this report cannot be addressed.

Name(s):  Email:

Home Phone:  Alt. Phone:

Home Address:

Please describe your grievance: Be sure to address a) who/what parties are involved, b) the person or entity believed to be the cause of your concern, c) what damage the concern has caused you, your property or the neighborhood, d) how long the concern has existed/have you been aware of the concern, e) what brought the problem to your attention, and f) what, in your opinion, needs to be done to correct the concern you complain of. *(Attach additional pages, supporting documents or photos as necessary.)*

Please return this document to the FHA Management Office in the Gathering Place. It can also be faxed to 919-542-1543 or sent via email to [office@fearringtonfha.org](mailto:office@fearringtonfha.org). Please allow 30 days for a response.