



LAKE WYNONAH PROPERTY OWNERS ASSOCIATION

406 Navajo Drive, Auburn, Pennsylvania 17922

Phone: (570) 739-4055 Fax: (570) 739-2419

COMMUNICATION FORM

NAME: _____

Mailing Address: _____

Lot #: _____ Contact Phone #: _____ Email: _____

*Please complete the form in its entirety. All forms **must** be returned to the Lake Wynonah Business Office. Not following the established procedure can delay processing of this form. Once received, forms are reviewed by Management and may be forwarded to other areas for resolution. Responses can take up to 14 days or longer depending on the review. You will be notified of any delay in processing of this form.*

CONCERN

SUGGESTION

COMPLAINT

OTHER

Question/Issue (Please provide as much detail as possible): _____

The Lake Wynonah Property Owners Association will rely upon the information presented in this form. Please include names and lot numbers, if applicable. This information is necessary for the Property Owners Association to take any action. Based upon the information which you have provided, the Property Owners Association may initiate Civil or Criminal action. You may be called to testify.

Are you willing to testify in a Civil or Criminal proceeding? Yes No

Signature: _____ Date: _____

For Office Use Only:

Date Received: _____ Received by: _____

Date Member/Resident notified of Receipt: _____

Method of Notification: Letter Email Other _____

Management Action

Review of information requires the issue/question to be reviewed by:

MANAGEMENT BOARD SECURITY COMMITTEE OTHER

Forwarded to: _____ Date: _____

Response: _____

Follow Up: _____

Finalized by: _____ Date _____

Notification to Member/Resident by: _____

Date Member/Resident Notified: _____