**CONCERN #**

**Chelaque Estates Homeowners’ Association**

**599 Proffitt Ridge**

**Mooresburg, TN 37811**

**To Register a Compliment or Concern, enter the information below.**

Should you need approval or Board attention, please submit this form by mail or email to the Board President’s attention at least 30 days prior to your *need* for approval or attention. If this is an emergency, please call a Chelaque Board Member. Since regular BOD meetings are held monthly, a special meeting will be held if required.

**Note: All requests/concerns submitted are confidential and will be known only to Board Members.**

 **All requests/concerns must be made in writing.**

Report Date:

Reporter Name:

Reporter Phone Number:

Reporter Email Address:

Affected Phase/Lot Number (If applicable):

Description of Compliment or Concern:

(Continue on back of page if needed)

Signature of Correspondent (If mailing):

OR Email to president@chelaque.org

File Number (Assigned by BOD):

BOD Assigned:

Board of Directors Response:

Date Closure Voted on by BOD:

Date Resolution Sent to Reporter: