

**Park Improvement Committee
The Highlands at Brentwood AAMHO**

If a park resident has a concern which has been conveyed to park management without a satisfactory response, that resident may complete this form for a review of the issue by the Park Improvement Committee.

Procedure:

- The issue must be given by the party directly affected; no hearsay or third-party issues will be accepted.
- At least two members of the Park Improvement Committee will evaluate the issue and report back to the complainant with their recommendation.
- If needed, a representative of the local AAMHO branch, and the complainant will take the written complaint to park management.
- If the issue cannot be resolved to the satisfaction of those involved, consideration shall then be given for a referral to AAMHO.

Please be specific. Include any documentation, photos, etc. you feel would assist in making clear the problem.

Problem or complaint:

Suggestions for Improvement:

Submitted by: _____

Address (Space Number) _____ Phone _____ Date _____

Action taken by committee:

Date _____

Return this form to one of the Highlands at Brentwood AAMHO officers:

President – Thom Feit #222

1st VP – Jim McDaniel #47

2nd VP – Don Richer #22

Treasurer – Irene Helm #227