

MEDINA RIVER WEST SUBDIVISION POA  
114 CR 573, Castroville, TX 78009  
(830) 931-0133

Block _____ Lot _____
Received by: _____
Date: _____

## COMPLAINT /RESPONSE FORM

PERSON MAKING COMPLAINT: \_\_\_\_\_

RESPONDENT ADDRESS & PHONE (for Board records): \_\_\_\_\_

COMPLAINT: \_\_\_\_\_

COMPLAINT PROPERTY ADDRESS: \_\_\_\_\_

WHAT SPECIFIC PROBLEM DOES THIS CAUSE FOR YOU? \_\_\_\_\_

ARE YOU OPEN TO MEDIATION? \_\_\_\_\_ YES \_\_\_\_\_ NO

RESPONDENT'S SIGNATURE: **X** \_\_\_\_\_

ACTIONS TAKEN: \_\_\_\_\_

RESOLUTION OF COMPLAINT: \_\_\_\_\_

DATE RESOLVED: \_\_\_\_\_

PICTURES ATTACHED?

**\* Please note:** A copy of complaint will be placed in *both complainant's file and the Respondent's*. The Respondent's name will not be disclosed to the complainant; however, a letter will be sent stating a complaint and deed violation has been brought to the Board's attention.