



Formal Communication Form

This Form is an opportunity for a Monterey resident to communicate with Management and the Board of Directors. Residents should use this form to communicate constructive suggestions/criticisms, to respond to a concern, file a written complaint (with substantiating documentation), or ask a question of the Monterey Board of Directors. Please be as specific as possible and attach documentation (pictures, links).

Name: _____ Unit #: _____ Date: _____

Owner of Unit: _____ Phone: Phone: _____

Email: _____

Circle One: Owner/Resident Other (specify): _____

Comment (s):

Suggested Solutions: _____

Signature: _____

Received by: _____ Date: _____

Management Follow-Up: _____

Board Follow-Up: _____
