

# Captain's Pointe Home Owners Association

## Complaint Form

Must be signed by the Complainant in Order for Association to Process.

All areas of this form must be filled out to be processed by the board.

Date: \_\_\_\_\_

### COMPLAINANT INFORMATION (Association Member filing complaint)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### DEFENDANT INFORMATION (Alleged Violator)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**VIOLATION:** The nature and date of the alleged violation, and a description of the factual basis of the complaint – Who What Where When.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REGULATION:** State the specific Rule/Regulation, Deed Restriction, and/or By-law being violated. \_\_\_\_\_

\_\_\_\_\_

**WITNESSES:** Name, Address, and Phone

\_\_\_\_\_

\_\_\_\_\_

### SIGNATURE OF COMPLAINANT

\_\_\_\_\_

Email to [CaptainsPointePresident@gmail.com](mailto:CaptainsPointePresident@gmail.com) or  
Mail to: Captains Pointe HOA Complaints, 761 Viscaya Blvd, St. Augustine, FL 32086