

**Villas at Elk Run HOA**

**Formal Complaint Notice**

**Name of owner/ tenant filing complaint:**

---

**Nature of complaint:**

---

**Date of complaint:**

---

**Date of occurrence:**

---

**Time of occurrence:**

---

**Unit in violation:**

---

**Has a police incident report been secured (circle one)?**    **Yes**                      **No**

Please provide police incident report number and copy of report for future incidents. Basalt Police non-emergency can be reached at: (970) 927-4316. For emergencies, please call 911.

Document all future incidents by completing this form and providing a copy to the property manager. Also, secure a copy of the police incident report and provide a copy to the property manager. Please deliver completed formal complaint form and a copy of the incident report to the Association: via email at: [jandersonmanagement@gmail.com](mailto:jandersonmanagement@gmail.com) or mail to:

Villas at Elk Run HOA  
PO Box 2209  
Basalt, CO  
81621

Formal complaint forms can be found on our website: [www.villasatelkrun.com](http://www.villasatelkrun.com)