



GRIEVANCE FORM

Parkside Condominium Bylaws give the Board of Directors authority to take action to enforce the obligations of the unit owners under both the Bylaws and the Association Rules and Regulations. The Maryland Condominium Act requires Due Process to enforce rules and regulations and to apply sanctions. In order for action to be considered on a reported grievance a written statement should be submitted. In accordance with due process procedures, two notices of violation will be issued. If the violation continues after two notices, the complaint will be referred to the Board of Directors for a hearing.

This form is to assist you in presenting your grievance and providing information needed. Please understand the Board/Management is not required to respond to each and every complaint. Action may be declined if this form is not completed or if the grievance is not appropriate for handling through the Condominium process.

Name: _____

Building/Unit#: _____ **Date:** _____

Name, address and telephone number – if known – of person/s with which you have a grievance;

What occurred that prompted your grievance? _____

Date and location of the incident: _____

List the names, addresses and telephone numbers of any witnesses to the grievance: _____

Additional Comments: _____

Signature

Date

If you have any documentation related to the grievance, please attach it and return with this form to the Condominium Management Office.

Thank you.

**Parkside Condominium
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