Sun City
COMMUNITY ASSOCIATION
OF HUNTLEY, INC.™

"Talk to Staff"

Management would love to hear from you!!! Please complete the following information regarding any issue [complaint, comment, suggestion, compliment, etc.] within the community you would like to bring to staff's attention. All forms will be forwarded to the attention of the Executive Director. Once received, the Executive Director will direct the form to the appropriate staff member/department. Please include your contact information so that staff may contact you with regards to this issue.

Please complete this section with YOUR information:

Date: _____ Name: _____

Address: _____

Phone Number: _____

Email Address: _____

If this is with regards to another person/address, please complete the following:

Name: _____

Address: _____

Phone #: _____

Below, please provide details with regards to the issue at hand**.** If additional space is needed, attach additional sheet(s) as necessary. **Please print.**

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Be it understood and acknowledged that all information submitted will be kept confidential including names. The goal of this form is to improve every resident's enjoyment of this community.
Management

For staff use only:

E.D.: _____ Date: _____ Dept.: _____/_____

Additional Routing: _____ Completion Date: _____

Staff Actions: _____