

WOODLAKE VILLAS COMPLAINT FORM

Please use this form to file a written complaint regarding rule violations or other matters concerning Woodlake Villas. If your complaint is in reference to other Wood lake residents or activities, your name and address will be kept confidential. However, in the event of a Court hearing referencing your complaint, it is legally necessary to release this information. It is also necessary for you to be willing to testify in the event that Court proceedings are filed. All possible channels will be used to avoid Court proceedings and protect your anonymity.

We will investigate your complaint in an efficient and timely fashion. Please provide as many details as possible (i.e. exact dates, location, times, unit #'s, specific names, etc.).

If you feel you are witnessing any illegal or criminal activity, please contact the Beaufort County Sheriff's Department immediately. If your written complaint is being filed on an event that has involved the Sheriff's Department, please attempt to provide adequate information regarding the reporting officer's name, case number, etc. This will help management document and obtain reports necessary to rapidly expedite corrections and take appropriate action.

For management to effectively implement changes at Woodlake villas, written complaint forms are necessary.

Additional complaint forms can be obtained at the offices of Diamond Management, Inc. in Bluffton located at 10C Johnston Way (Bluffton Village), and the onsite office which is located at the pool next to the Fitness Center.

WOODLAKE VILLAS COMPLAINT FORM

DATE: _____

COMPLAINT: _____

NAME: _____

UNIT #:_____

PHONE #: _____

Please send to: Woodlake Villas HPR C/O Diamond Management, Inc. P.O. Box 1836
Bluffton, SC 29910 (843) 815-6540 Office / (843) 815-6541 Fax
Woodlake On-site office (843) 689-3366 / (843) 689-3367 Fax