



LAKE WYNONAH PROPERTY OWNERS ASSOCIATION

406 Navajo Drive, Auburn, Pennsylvania 17922

Phone: (570) 739-4055 Fax: (570) 739-2419

**COMMUNICATION FORM**

NAME: \_\_\_\_\_

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

Lot #: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

*Please complete the form in its entirety. All forms **must** be returned to the Lake Wynonah Business Office. Not following the established procedure can delay processing of this form. Once received, forms are reviewed by Management and may be forwarded to other areas for resolution. Responses can take up to 14 days or longer depending on the review. You will be notified of any delay in processing of this form.*

CONCERN       SUGGESTION       COMPLAINT       OTHER

Question/Issue (Please provide as much detail as possible): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Lake Wynonah Property Owners Association will rely upon the information presented in this form. Please include names and lot numbers, if applicable. This information is necessary for the Property Owners Association to take any action. Based upon the information which you have provided, the Property Owners Association may initiate Civil or Criminal action. You may be called to testify.

Are you willing to testify in a Civil or Criminal proceeding?       Yes       No

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

Please email completed form to [gabriella.brown@fsresidential.com](mailto:gabriella.brown@fsresidential.com), [elizabeth.reifinger@fsresidential.com](mailto:elizabeth.reifinger@fsresidential.com), & [debra.davis@fsresidential.com](mailto:debra.davis@fsresidential.com)

For Office Use Only:

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Member/Resident notified of Receipt: \_\_\_\_\_

Method of Notification:       Letter       Email       Other \_\_\_\_\_

***Management Action***

Review of information requires the issue/question to be reviewed by:

MANAGEMENT     BOARD     SECURITY     COMMITTEE     OTHER

Forwarded to: \_\_\_\_\_ Date: \_\_\_\_\_

Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow Up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Finalized by: \_\_\_\_\_ Date \_\_\_\_\_

Notification to Member/Resident by: \_\_\_\_\_

Date Member/Resident Notified: \_\_\_\_\_