



Asociacion de Residentes de Puerta del Mar, A.C.

Modification to Article 38 - Complaints

ARTICLE 38: Complaints, Suggestions, or Reports of Violation Association members and residents can only report their

Complaint, suggestion or report of violation by using attached form **Annex O** and following instructions by submitting completed **Annex O** to the front office during business hours of operation. As soon as received, the Secretary Administrator will delegate homeowners item to the appropriate Phase Director or Board of Directors at her discretion. A Board determination or Board response requesting further information should be forthcoming within 72 business hours. These Annex O forms are available in our office at all times, or if you call our office it can be emailed to you. This is the best and most effective way to get your issue in front of the board as quickly as possible.

Approved July 18, 2018