

MARINA PARK COMMUNICATION MEMO & TRACKING LOG

1. Complete the TOP BOX and take it to the Lobby Desk.
2. A fax will be sent immediately to Management. A copy will be made for the designated Board member. Your original will be returned to you. Please keep it for future reference.
3. Lobby Attendant: Please initial on the line to show completion of Step 2. (_____)

Name: _____ Date: _____ E-mail _____
Building _____ Unit _____ Phone _____ Alternate Phone _____
Check as appropriate: Complaint _____ Concern _____ Request for Information _____

COMMENTS (Please be as specific as possible.)

You may expect a response before the end of the next working day if you provide an e-mail address or a phone number that will be answered personally or by an answering machine.

FOLLOW-UP ACTIVITY

(Please log all communications with the Resident as well as other activities.)

Date Action Taken By Whom

Final Resolution and Description of Communication with Resident:

Date _____ By Whom _____

As soon as completed, please send to designated Board member

Communication Form (June 2005)