

ONE OCEAN AVENUE CONDOMINIUM ASSOCIATION

c/o Surf Site Management, LLC ♦ 39 Main Street ♦ Bradley Beach, NJ 07720-1027
732.869.4450 ♦ www.surfsitemgmt.com ♦ Fax: 732-869-4460

COMPLAINT FORM / NOTICE OF VIOLATION

The Board urges you to discuss any problems with your neighbor prior to filing a complaint.

Complaints must be made in writing, signed by the complaining party and registered through the Management office only. The Board of Directors and Management will investigate all complaints. Anonymous complaints, even in writing, cannot be acted upon.

1. Date of Complaint: _____

2. Name of Violator: _____

3. Address / Unit of Violator: _____

4. Date Violation Occurred (if ongoing state when first became of violation):

5. Summary of Action Taken in Violation of the Association's Master Deed, By-Laws and/or Rules and Regulations (if known include in your summary the specific provision that has been violated) (if more space is needed, attach an additional sheet of paper):

6. Identify Known Witnesses: _____

7. Complainant(s) Name: _____

8. Complainant(s) Address: _____

9. Signature of Complainant: _____

Please send this Complaint Form directly to:
One Ocean Avenue Condominium Association
c/o Surf Site Property Management
39 Main Street
Bradley Beach, NJ 07720-1027