



COMPLAINT FORM

We understand that you have a concern about Buffalo Springs Lake. This form is to be used for you to document your concern. Please fill out this form and return it to the District Secretary or mail it to the attention of the General Manager, Buffalo Springs Lake, 9999 High Meadow Road, Lubbock Texas 79404. You will be contacted by someone from the District about your concern. All complaints are reviewed by the General Manager.

Date of Report: _____

Name of Person Reporting: _____

Telephone Number: _____

Address: _____

Please give as much detail as possible about the situation you are concerned about.

Who are the people involved with the situation you are concerned about? If name of staff member is unknown, please describe the person the best you can.

What actions have you already taken to resolve the Issue?

Please list possible solutions that you feel may be of help to you in this incident:

Date received by District Secretary: _____

Action/Response by District Secretary: _____

Date reviewed by General Manager: _____

Date reviewed with Customer/Resident: _____