

SALEMTOWNE CIVIC ASSOCIATION

COMMUNICATION FORM

All communications shall be signed. Submit communication form to the Association office. All forms will be reviewed, and forwarded to one of the Association's standing committees or to the full Board of Directors to recommend what action should be taken. A Board member or a member of the committee may contact you to discuss the concern or complaint.

Date _____

Your Name (signature of submitter) Unsigned forms will be disregarded.

I wish to be contacted by: _____

___ Telephone – Phone number _____

___ E-mail _____

___ Mail/In person - Address _____

___ No follow-up required

Concern (Write details. Give name of owner and address if it is about property)

Committee Recommendation

Board Action

The person submitting this form may be advised of Board action.