WOODLAKE VILLAS
COMPLAINT FORM INFORMATION

Please use this form to file a written complaint regarding rule violations or other matters concerning Woodlake Villas. If your complaint is in reference to other Woodlake residents or activities, your name and address will be kept confidential. However, in the event of a Court hearing referencing your complaint, it is legally necessary to release this information. It is also necessary for you to be willing to testify in the event that Court proceedings are filed. All possible channels will be used to avoid Court proceedings and protect your anonymity.

We will investigate your complaint in an efficient and timely fashion. Please provide as many details as possible (i.e. exact dates, location, times, unit #'s, specific names, etc.).

If you feel you are witnessing any illegal or criminal activity, please contact the Beaufort County Sheriff's Department immediately. If your written complaint is being filed regarding an event that has involved the Sheriff's Department, please attempt to provide adequate information regarding the reporting officer's name, case number, etc. This will help management document and obtain reports necessary to rapidly expedite corrections and take appropriate action.

For management to effectively implement changes at Woodlake Villas, written complaint forms are necessary.

Additional complaint forms can be obtained at the Woodlake onsite office which is located at the pool next to the Fitness Center or from:

Woodlake Villas HPR c/o High Tide Associates
PO Box 7665, Hilton Head Island, SC 29938
ashton@hightideassociates.com
PH 843-686-2241 FX 843-686-2204

Woodlake Villas
Complaint Form

Date_____

Complaint_____

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Name_____Unit #_____

Valid Current Phone #_____

Please send to:

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PO Box 7665, Hilton Head Island, SC 29938
ashton@hightideassociates.com
PH 843-686-2241 FX 843-686-2204

Woodlake Onsite Office:
PH 843-689-3366
FX 843-689-3367