

MARIN VALLEY MOBILE COUNTRY CLUB
RESIDENT INPUT / MAINTENANCE REQUEST

This is a multi purpose form to be used by residents who feel that their input may be of assistance to the on-site management staff in their efforts to ensure a harmonious community atmosphere and to maintain the quiet quality of life to which Marin Valley Mobile Country Club (MVMCC) residents are entitled. Management cannot act on anonymous input.

This form is also to be used to request maintenance a resident feels the Park is responsible for on your lot/home.

Description of situation in *sufficient detail* (dates, times, etc.) to enable on-site management staff to act upon your input/request.

Input and maintenance requests will be responded to no later than 10 working days from receipt.

If this matter is a complaint about another resident it will be treated with the appropriate degree of confidentiality. Also, you must be willing to attend any due process hearings and or trial in a law suit to offer testimony about violations of Park rules. Therefore anonymity is not guaranteed.

Name: _____ Date: _____
(Please Print)
Address: _____ Phone: _____
(Please Print)
Signature: _____

ACTION taken by Management:

- [] 1. The maintenance request is not a Park responsibility or see item 8 below.
- [] 2. No violation has occurred (see item 8 below for detail).
- [] 3. Management determined this is a neighbor to neighbor dispute to be settled by civil remedy
- [] 4. A violation has occurred and an informal warning has been issued.
- [] 5. A violation has occurred and a Seven Day Notice to Perform Covenants or Quit has been issued.
- [] 6. Management recommends that the residents participate in the Free Mediation Service provided by the County of Marin and will contact residents to schedule.
- [] 7. The Park plans to initiate a lawsuit against the violator to either terminate tenancy or obtain a court ordered injunction.
- [] 8. Other/detail _____

RESOLVED as of _____ (Date) _____ (Manager)
Copy to Resident _____ (Date) _____ (Resident Phone Number)