



# Beacon Hill Townhouse HOA

RJ COMMUNITY MGT.  
4900 PERRY HIGHWAY  
BUILDING 1, SUITE 300  
PITTSBURGH, PA 15229  
PH: 412-550-0003  
FAX: 412-227-9003  
WWW.RJCMGT.COM

## Beacon Hill HOA Complaint Form

This is the Beacon Hill HOA Board of Directors official process for complaints to be addressed. All complaints will be confidential and handled timely.

**This form must be signed and dated by the complainant to be processed.**

Please email [Pete@rjcmgmt.com](mailto:Pete@rjcmgmt.com) or fax to 412-227-9003 or submit via mail to the office. You can also place in the secure Complaint / Suggestion Box at the Clubhouse. Thank you for helping us to help you.

<b>Complainant Information</b>	<b>Defendant Information</b>
Person filing complaint)	(Alleged Violator)
<b>Name</b> _____	<b>Name</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Phone</b> _____	
<b>Email</b> _____	
Check one: <b>Homeowner</b> <input type="checkbox"/> <b>Tenant</b> <input type="checkbox"/>	

**Violation:** The nature and date of the alleged violation and a description of the factual basis of the complaint. (Who, What, Where, When, etc.)

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**Regulation:** State the specific Rule and Regulation being violated. These are available in your from our website: <https://www.rjcmgmt.com/bht.html>

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**Witness(es):** Name, Address and Phone

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**Printed Name & Signature of the Complainant and Date:**

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RJC Management will investigate the complaint and advise the HOA Board of Directors on the outcome and resolution. **ALL complaints will be Anonymous. Resident information will ONLY be provided to RJC Management and the Board of Directors for investigation purposes.**