



# Coventry

## Homeowners Association, Inc.

100 Wrought Iron Bend • Yorktown, Virginia 23693-4539 • Tel: (757) 867-9200 • Fax: (757) 766-0249

### COMMUNITY ACTION FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Village Name \_\_\_\_\_

I/We wish to:

- |  |   |
|--|---|
| <input type="checkbox"/> Request Association Help/Action | <input type="checkbox"/> Repair Request           |
| <input type="checkbox"/> Register a Complaint            | <input type="checkbox"/> Report a Rules Violation |
| <input type="checkbox"/> Other _____                     |   |

Details \_\_\_\_\_

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Return completed form to: **COVENTRY HOA Attn: Association Manager  
100 Wrought Iron Bend  
Yorktown VA 23693**

You will receive a written response from an Association official within 30 days, if possible. If you do not, please call the Manager (867-9200) to ensure your form was received and logged in. To ensure each owner has the opportunity to address a specific issue and receive a timely response, no more than one form may be submitted in a 30 day period.

**[This Section For Association Use]**

Date Received \_\_\_\_\_ Control No. \_\_\_\_\_ Suspense \_\_\_\_\_

Action taken \_\_\_\_\_

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Member Notified on \_\_\_\_\_ By \_\_\_\_\_  
 Follow up required  Follow up completed on \_\_\_\_\_