

INTERNAL COMPLAINT FORM

BOOKHAMMER ESTATES HOMEOWNERS' ASSOCIATION, INC.

168 WILLIAMS WAY, LEWES, DELAWARE 19958

(570) 490-1854

The Board of Directors (Board) adopted this complaint form to file written Complaints with the Board about violations of the community's Declaration, Certificate of Incorporation, Bylaws, Rules or policy of the Association, or applicable law.

Instructions: Complete the form and attach any supporting documentation that you may have to support your complaint. You may attach separate sheets to provide a narrative to further explain each question if adequate space is not provided. Make two copies: one for you and one for the Board. Send the signed complaint to the Board and keep a copy for yourself.

For each complaint, Please Answer these questions:

1. Describe your claim in a few words. (Examples: Denied access to records; Violation of bylaws...)

2. Name the document (the declaration, certificate of incorporation, bylaws, rule or law,) and the paragraph number violated. Please select all that apply If "other" please specify.

Plat Plan

Declaration

Certificate of Incorporation

Bylaws

Rules

DUCIOA – Delaware Uniform Common Interest Ownership Act

Delaware General Corporation Law

Other – Please specify

3. Please quote the part of that section that anyone violated.

