



B/CB

# Rocky Creek Maintenance Corporation

(Rocky Creek Ranch Property Owners Association)

## Complaints to the Board

Effective May 24, 2024

### Affidavit

The following process has been adopted by the Board of Directors ("Board") of the Rocky Creek Ranch Property Owners Association ("Association") for official complaints to the Board concerning violations of the Rocky Creek Ranch Declaration of Covenants, Conditions and Restrictions ("DCCRs"), also known as the deed restrictions and other complaints concerning members to other Committees.

#### Submission of complaints will be handled as follows:

- Any owner submitting an official complaint to the Board must send the complaint, in writing, to Rocky Creek Maintenance Corporation, Attention:   (specify)   committee, 2005 Rocky Ridge Loop, Canyon Lake, TX 78133. This may be done through the U S Mail or by e-mail to rcmc@rockycreektexas.org.
- The request must state the name and address of the individual registering a complaint and provide full details of the nature of the complaint. Include photos where appropriate.
- When the complaint concerns a perceived deed restriction violation, please include the following:
  - A citation of the specific portion of the deed restrictions believed to have been violated, as well as,
  - Any other relevant information which the complainant wishes to be considered, as applicable.
- The request must include any and all actions taken by the complainant to resolve the matter, such as contacting the member to work out a solution.
- The Secretary will deliver the complaint to the appropriate Chairperson for review.

The respective Committee shall review the request and, if it is deemed appropriate, shall initiate appropriate actions. In any event, the complainant will receive a written response within about 14 days stating the respective Committee's decision, giving the rationale for the decision and any further action to be taken.

If these actions do not satisfactorily address the complaint, then the complainant may file an appeal in accordance with existing procedures published on our website, rockycreektexas.org and on file in the Comal County Courthouse.

## Complaint Form

Name of Complainant: \_\_\_\_\_

Phone Nr. Or e-mail address: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_  
Street or PO Box State Zip

Complaint: (briefly state complaint)

Facts supporting Complaint: (please include photos if appropriate)

Did you contact member? If so, when \_\_\_\_\_

If not, why not \_\_\_\_\_

Results of your contact with member:

Name of member: \_\_\_\_\_

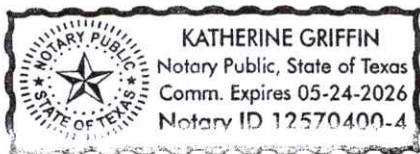
Address of member: \_\_\_\_\_  
Street or PO Box State Zip

IN WITNESS WHEREOF, the undersigned has executed this certificate on the 7<sup>th</sup> day of June, 2024.  
Lori Steed  
Lori Steed

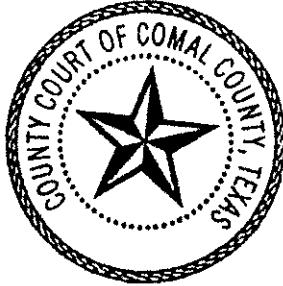
STATE OF TEXAS  
COUNTY OF COMAL

BEFORE ME, the undersigned Notary Public on the 7<sup>th</sup> day of June, 2024, by Lori Steed, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, on behalf of said corporation.

This instrument was given to me under my hand and seal of this office this 7<sup>th</sup> day of June, 2024.



Katherine Griffin  
Notary Public Signature



This page has been added to comply with the statutory requirement that the clerk shall stamp the recording information at the bottom of the last page.

This page becomes part of the document identified by the file clerk number affixed on preceding pages.

Filed and Recorded  
Official Public Records  
Bobbie Koepf, County Clerk  
Comal County, Texas  
06/11/2024 01:44:48 PM  
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*Bobbie Koepf*