

THE MATTHEW FRANK CONDOMINIUMS CONCERN FORM

INSTRUCTIONS:

1. Direct all emergency concerns directly to KIN Living – (503) 224-1460
2. To expedite, list only one concern per form.
3. E-mail copy of completed form to Management at matthewfrank@kinliving.com To: The Matthew Frank Condominiums Board Chair
4. Please allow a reasonable period of time for a response.

Date: _____ From: _____

(Please Print) Tel. No.: _____ Res: _____ Bus.: _____ Unit No.: _____

E-mail Address: _____

CONCERN (Please describe concern and its location): _____

RECOMMENDED SOLUTION (Use second sheet if necessary): _____

ACTION TAKEN:

- _____ Forwarded to Kin Living on _____
- _____ Forwarded to _____ committee for review.
- _____ Placed on Board of Director's agenda for _____.
- _____ Owner's appearance requested at Board of Director's meeting.
- _____ Owner has been contacted for further information or appearance before the Board.
- _____ Concern is the Unit Owner's responsibility. See Matthew Frank Condominiums Declarations and Bylaws.
- _____ Other: _____
- _____ Action complete.

The Matthew Frank Condominiums Chairman

Response date: _____

Type: _____

Interim: _____

Final



**PLEASE DELIVER TO
THE MATTHEW FRANK BOARD CHAIR**