



Grievance Form

This form is the first step to request Proud Ground action regarding an issue or dispute, either with another homeowner in your development or with other issues you feel Proud Ground has an interest in. In most cases Proud Ground has full discretion regarding whether or not to take action regarding an issue or situation; please refer to your land lease rider for details.

Process

- This form is the required first step for all grievances.
- You may access this form online at www.proudground.org/homeowners/homeowner-forms
- This form is only for issues taking place within your housing development/subdivision.
- Only one grievance per form.
- Submit completed forms to request@proudground.org. Please put “homeowner request” in the subject line. You may also mail this to the Proud Ground office, attn: Homeowner Requests.
- Your grievance will be reviewed in the order received; please allow at least three weeks for a response. The response time may take longer if it requires research of zoning issues, staff’s current workload, etc.
- You may be asked to provide more information.

Your Name _____

Address _____

Email & phone (an email address is strongly preferred; please let us know if you do not have any internet access)

Brief description of your complaint or issue (1 sentence)

Details of your complaint or issue (include addresses, specific locations, etc.)

What steps have you already taken to address, lessen, or eliminate this issue?

What section of your land lease-rider addresses this issue?

Have you determined that this issue is not a local zoning issue? For instance, noise complaints, overgrown weeds, etc. ___ Yes ___ No

- If no, please contact your local zoning office before contacting Proud Ground.
- If yes, what did you learn?

If this complaint/issue involves another homeowner in your development have you talked with them about your issue? If so, what was the result? Proud Ground strongly encourages that homeowners address their concerns directly with their neighbors BEFORE completing this grievance form.

Do any other homeowners in your development share this concern? If yes, who are they?

Name

Address

What is your desired outcome of this situation?

What are you willing to do to contribute toward your desired outcome?
