

Common Interest Community Association Complaint Form

Part Two

Nature of Complaint

Please check those that apply without modification

The Association does not have an Alternative Dispute Resolution (ADR) procedure

Prior to filing a complaint, did you request a copy of the ADR procedure in writing? Were you informed the procedures did not exist? Was your request ignored? If the answer to the first question is yes, and you were either advised that there is no procedure or your request was ignored, include a copy of your written request for a copy of the ADR procedure and any written response.

Denied access to ADR

Prior to filing a complaint, did you request ADR in writing in accordance with the procedure adopted by your association or in the absence of a procedure did you request ADR by writing directly to the board? Was your request ignored or denied? If yes, include a copy of your written request for ADR and any written response.

Denied access to accounting/financial records

Prior to filing a complaint, did you request to review the records in writing? Was your request denied or ignored? Was your request specific as to records requested? If yes, include a copy of your written request to review the financial records and any written response.

Minutes not provided from open meeting

Prior to filing a complaint, did you request the minutes in writing? Was your request denied or ignored? If yes, include a copy of your written request for a copy of the minutes and any written response.

Appropriate notice for open meeting not given

Prior to filing a complaint, did you check with the association office to verify it had a copy of the notice? Did you make a written request to the board for a copy of the notice of the meeting you believe was not appropriately advertised? If yes, describe the circumstances which make you believe notice was not provided. Include a copy of your request for a copy of the notice of the open meeting and any written response.

Binding vote taken without the benefit of an open meeting.

Prior to filing a complaint, did you request a copy of the meeting minutes at which the binding vote should have been taken? If yes, describe the nature of the binding vote. Include a copy of your request for a copy of the minutes at which you believe the binding vote should have been taken and any written response.

Instructions

Include a brief explanation of each item checked along with a description of each document attached on a separate sheet of paper. The explanation should be no more than three or four paragraphs. Upon the initial filing of a complaint do not include more documentation than is necessary to establish jurisdiction. Do include copies of your letters to the board/association regarding ADR, financial records access, requests for minutes of open meetings, or a copy of the notice of the open meeting. Do not include copies of budgets, master deeds, by-laws, court decisions, newspaper articles, work orders, site plans, estimates, pictures, annual reports, and so on. Agency staff can not sift through voluminous documents to determine if there is a cause of action and may return the complaint package if the complaint is not filed in accordance with these instructions.

Mail your completed complaint form to

Association Regulation Unit
New Jersey Department of Community Affairs
PO Box 805
Trenton, New Jersey 08625-0805

For additional information or to download complaint forms and copies of the handouts concerning ADR, open meetings and access to financial records, in unit owner controlled associations, visit the website at <http://www.nj.gov/dca/divisions/codes/offices/ari.html>

✓ Board Elections : Requiring owners who pay basic assessment to waive their right to vote, run for the board and nominate others.

Common Interest Community Association Complaint Form

Part One

Be sure to read the accompanying handouts regarding the agency's jurisdiction prior to completing this form.

This form has two parts, both parts must be submitted in accordance with the instructions or the complaint will not be processed.

Complainant Information

My name is Renee Steinhagen
I am filing a complaint on behalf of Lake Parsippany Voting Rights Group
(unit owner name as it appears on association records)
Who owns unit homes within the Lake Parsippany Property Owners Ass'n
(unit designation) (name of development, condominium or cooperative)
My relationship to the complainant is Attorney
My mailing address is NJ Applesed PLLC, 50 Park Place, Rm 1025
Newark NJ 07102
(city) (state) (zip)
Contact me during the day at this telephone number 212-254-6998 or by email at renee@njapplesed.org
Signed by Renee Steinhagen on this date June 25, 2020
(signature of unit owner)

Association Information

The association is (check one) a condominium a cooperative a homeowners association
The name of the association is Lake Parsippany Property Owners Ass'n There are 2 ²⁰⁴ # of residential units within the development. This association is part of a master association called N/A (if there is no master enter N/A)
The development is located in Parsippany-Troy Hills Town/City of Morris County
The mailing address of the association is Lake Parsippany Property Owners Ass'n
P.O. Box 62
(street address and/or PO Box)
Parsippany NJ 07054
(city) (state) (zip)
The current president of the association is Bill Sempier, 157 Allentown Road, Parsippany, NJ 07054
Unit owners elect _____ (#) of the members of the board of directors which has a total of _____ (#) board members.
The association has employed No property manager as the manager of the property.
(name of person and company name if applicable)
The property manager can be contacted at this telephone number 862-812-1746