



Oaks North Community Center, Inc.	
"An Age 55+ Community" www.oaksnorthcommunity.org	12578 Oaks North Drive; San Diego, CA 92128 Office: (858) 487-0120

Board Communication Form

Member Name:			
Property Address:			
Contact Phone:			
Email Address:			
Member Number:		Today's Date:	

Please mark: All Board Members President V President Treasurer
 Secretary Member at Large _____ (Please indicate the name of the person)

Delivery Instructions: Via email, please send directly to Lydia.oncc@gmail.com, or drop off a copy in the office, and if it is confidential for "board eyes only" please place in a sealed envelope and label it "Board Communication Form."

Please describe/list your kudos, complaints or concerns

Board/Office Use Only: _____ Date of Receipt _____ Received By _____
(initial)
Date Provided To: _____ (Board) Date: _____

RESOLUTION:

Was Member Contacted? Yes No What if any further action is required?

Board/Office Use: Closed and/or Settled: _____