

# Thornhill Homeowners Association

9 Namur Avenue, Thornhill Estate, Modderfontein. 1644

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REGISTRATION NUMBER

In an effort to improve communications between the residents and management of Thornhill Estate this form has been designed to address your:

|            |                          |                  |                          |
|------------|--------------------------|------------------|--------------------------|
| MY:        |                          | FOR:             |                          |
| SUGGESTION | <input type="checkbox"/> | SECURITY         | <input type="checkbox"/> |
| COMPLAINT  | <input type="checkbox"/> | FINANCE          | <input type="checkbox"/> |
| REQUEST    | <input type="checkbox"/> | ESTATE & GARDENS | <input type="checkbox"/> |
| INCIDENT   | <input type="checkbox"/> | CONSERVATION     | <input type="checkbox"/> |
| OTHER      | <input type="checkbox"/> | ARCHITECTURAL    | <input type="checkbox"/> |
|            |                          | ENTERTAINMENT    | <input type="checkbox"/> |

MEETING DATE: \_\_\_\_\_

MEMBERS PRESENT

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DATE: \_\_\_\_\_

MANAGEMENT RESPONSE  
(OR ATTACH COMMUNICATION)

Please outline your suggestion, complaint, request in detail, and please attach any supporting documentation or emails, letters or any supporting documentation which may be relevant:

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NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL: \_\_\_\_\_

SIGN: \_\_\_\_\_

| <u>ESTATE MANAGEMENT</u> | DATE:                    | BY:                      |
|--------------------------|--------------------------|--------------------------|
| LETTER SENT TO RESIDENT  | <input type="checkbox"/> | <input type="checkbox"/> |
| COPY TO MANAGER          | <input type="checkbox"/> | <input type="checkbox"/> |
| COPY TO RESIDENTS FILE   | <input type="checkbox"/> | <input type="checkbox"/> |
| COPY TO TRUSTEE          | <input type="checkbox"/> | <input type="checkbox"/> |

SIGNED OFF: CHAIRMAN / TRUSTEE / MANAGER

PLEASE REMEMBER THAT THE TRUSTEES OF THORNHILL ESTATE ARE VOLUNTEERS ELECTED BY THE HOMEOWNERS. THEY GENERALLY MEET ONCE PER MONTH TO DEAL WITH WITH ALL MATTERS SURROUNDING THE MANAGEMENT TO THE ESTATE, AND THEREFORE IT MAY TAKE SOME TIME FOR A RESPONSE TO THE ABOVE REQUISITION TO BE ANSWERED, HOWEVER YOU MAY AT ANYTIME DURING OFFICE HOURS CONTACT THE ESTATE MANAGER OR THE OPERATIONS MANAGER TO FOLLOW UP ON THIS REQUISITION.