

## WHAT to do if you see a member not in good standing violation

- 1) If at all possible, get a picture of the violation including date and time.
- 2) Call Wildwood security
  - a. Guard shack 573-676-3459
  - b. Security cell 573-826-8053
- 3) Complete & Sign a complaint
  - a. Complaint form available in office
    - i. Must include the information below in #b.
  - b. Write the following
    - i. Your name, park/lot number
    - ii. Date of complaint
    - iii. Who you feel was in violation of member not in good standing
    - iv. The date and time of the violation
    - v. How they violated the member not in good standing, giving details.
    - vi. If you got a picture and will be emailing office picture
    - vii. Your signature – REQUIRED or no investigation can be done
      1. Violator will NOT be given your name
  - c. NOTE if not SIGNED it can't be an official complaint
  - d. Send the picture to the office e-mail with the complaint date/time and information. – it can then be matched to the complaint paper.
    - i. [wloa@ktis.net](mailto:wloa@ktis.net)
- 4) All complaints will then be forwarded to Internal Affairs for investigation.