



# COMPLAINT FORM

From time-to-time issues may arise between property owners relating to alleged violations of adopted Codes, Covenants and Restrictions (CC&Rs).

The Board's expectation is that such allegations shall be resolved between the involved owners at an informal level. Only after such attempts fail to resolve the matter shall it be brought to the Board's attention for consideration.

The Board, at their own discretion, may or may not act on any allegation(s) in part or whole.

This form needs to be completed in its entirety and submitted to any Board member prior to any consideration or review by the Board.

Should the Board choose to act:

1. The alleged violator will receive a copy of the written complaint.
2. The alleged violator will be invited to a meeting for the Board to discuss the matter prior to any decision that will be made.

NAME OF COMPLAINANT: \_\_\_\_\_

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

CONTACT NUMBER: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_

NAME OF ALLEGED VIOLATOR: \_\_\_\_\_

ADDRESS OF ALLEGED VIOLATOR: \_\_\_\_\_

COMPLAINT: \_\_\_\_\_

\_\_\_\_\_

CC&R ALLEGEDLY VIOLATED: \_\_\_\_\_

ACTIONS (S) TAKEN TO RESOLVE ISSUE: \_\_\_\_\_

\_\_\_\_\_

DESIRED OUTCOME: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_