

WRITTEN COMPLAINT PROCEDURE

- A. Policy and procedure cannot replace courtesy and the need to communicate. Neighbors talking with each other in a non-threatening way can achieve quicker results. Our community spirit lies within each occupant.
- B. Complaints against anyone violating the rules must be submitted to the board/management company in writing and must contain the name, date, address, and telephone number of the individual filing the complaint.
- C. The board/management company will, in most instances, contact the alleged responsible owner after receipt of an initial complaint, and a reasonable effort will be made to gain the owner's agreement to cease the violation.
- D. If the reasonable efforts to gain compliance are unsuccessful, the owner may be subject to an enforcement assessment in accordance with the Enforcement Policy.
- E. In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.

COMPLAINT FORM
THIS FORM MUST BE SIGNED

Nature of Complaint (animal, noise, etc.): _____

Location: _____

Number of Occurrences: _____

Date(s) of Violation: _____

Time(s) of Violation: _____

Name of Offender (if known): _____

Details. Be Specific Please: _____

Was Any Attempt Made to Resolve This Problem (circle one): Yes No

If "Yes", What Were the Results? _____

Name (please print)

Signature Required

Your Address

RECEIVED BY ASSOCIATION:

Date

Manager or Other

Disposition: _____

In the event of an enforcement assessment hearing, or court hearing, copies of complaints and the complaining party identity will be made available to the alleged violator.