

# WALNUT MEADOWS AT FAIRFIELD COUNTRY CLUB ESTATES HOA

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## COMPLAINT FORM

First and Last Name of person who  
observed the violation:

Lot number or address of person who  
observed the violation:

Address of the property allegedly

In violation of the Association's governing  
documents:

Date(s) the violation occurred:

Nature of the violation:

Are you sending supporting evidence along with this form?

No  Yes Evidence: \_\_\_\_\_

The person complaining of the alleged violation must state their first and last name and this information *may* be shared with the party who is accused of the violation.

Signature of Observer: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Owner file

REV 08/08/18

# **WALNUT MEADOWS AT FAIRFIELD COUNTRY CLUB ESTATES HOA**

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## **COMPLAINT FORM PROCEDURE**

ADOPTED August 8, 2018 BY THE BOARD OF DIRECTORS  
EFFECTIVE August 8, 2018

The Complaint Form Procedure for violations of the Declaration, the Bylaws, the Rules and Regulations and the other governing documents of the Walnut Meadows at Fairfield Country Club Estates Homeowners Association shall be imposed according to the procedures set forth as follows:

### **COMPLAINT/VIOLATION PROCESS:**

Any member, Board member or agent of the Association may file a Complaint against another member for violation of any provision of the Association governing documents by the member, his family, tenants or guests. The Association Complaint Form attached hereto, must be used, signed and dated and must include a description of the alleged violation and the identity of the alleged violator, if known. A Complaint Form from a member is considered filed when the Complaint Form is received (i) by a member of the Board or a Board member or (ii) by the Association's management company. A copy or record of all Complaint Forms shall be provided to the Board.

Any Complaint received by the Association shall be forwarded to the Association's Enforcement Person. As used herein the term "Enforcement Person" means the Association's management company, if any, or if none, the Board. In all cases where an Enforcement Person other than the Board receives the Complaint, the recipient thereof shall forward a copy of the Complaint to the Board. Upon its receipt of a Complaint, the Enforcement Person shall take the following action (i) immediately if it determines that the complained of situation constitutes an emergency requiring immediate action, or (ii) within ten (10) business days of its receipt of a Complaint Form if it determines that the complained of situation does not constitute an emergency requiring immediate action.

1. Conduct an investigation of the Complaint to confirm that there is reason to believe that the conditions complained about actually exist, and
2. If the Enforcement Person determines that there is reason to believe that the conditions complained about actually exist it shall attempt to contact the unit owner and try to resolve the Complaint informally.
3. If a violation is witnessed on a regular routine community inspection the informal resolution step will be bypassed.

If the violation is informally resolved, the Enforcement Person shall document in writing for the related unit file what the alleged violation was and how the issue was resolved. If the Enforcement Person is unable to resolve the violation informally, the enforcement process as outlined in the Walnut Meadows at Fairfield Country Club Estates Violation Fine Schedule (Revised 05/17/17) shall be begun.

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## **RESOLUTION 2018-01 COMPLAINT FORM PROCEDURE**

**A resolution of the Walnut Meadows at Fairfield Country Club Estates Homeowners Association, Inc., adopting the Complaint Form Procedure of the Association**

**WHEREAS**, pursuant to Section 4.5 of the CC&R's, the board may, by a majority vote, adopt rules and regulations for the Association.

**WHEREAS**, it is in the best interest of the Association to adopt a formal procedure for handling complaints of violations of the Walnut Meadows at Fairfield Country Club Estates Homeowners Association governing documents that are received from the membership; and,

**WHEREAS**, the attached Complaint Form Procedure sets forth the process by which complaints submitted by the membership shall be handled by the Association's Enforcement Person; and,

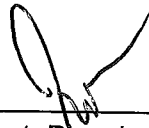
**WHEREAS**, the board reviewed the attached Complaint Form Procedure at a Board of Directors meeting held on August 8, 2018 at 8am at Sterling Real Estate Management; and,

**WHEREAS**, at the board meeting, a quorum of the board was established and a majority of the board members at the meeting voted to approve the Complaint Form Procedure.

**NOW THEREFORE BE IT RESOLVED**, that, to ensure consistency in handling complaints, the attached Complaint Form Procedure has been formally adopted by the Board of Directors and is effective as of August 8, 2018.

DATED, this 8<sup>th</sup> day of August 2018.

WALNUT MEADOWS AT FAIRFIELD COUNTRY CLUB ESTATES HOMEOWNERS  
ASSOCIATION, INC, An Arizona nonprofit corporation



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President, Board of Directors