



Complaint Report

CONDITION OBSERVED

Include a photo, if possible, with a description of the complaint. Put the date and time on any photos. If needed, please use the reverse side of the form for additional information.

*Complaints or photos obtained through trespass cannot be accepted. Conditions must be observed from a distance of **at least four feet from neighboring fence at ground level, or in the case of streets, at grade level.***

Location of Condition:* _____ Date(s) Observed:* _____

Time(s) Observed:* _____ Duration: _____

Address of alleged violation:* _____

Name of Owner if known: _____

**Information REQUIRED for action by Compliance Committee and Board of Directors.*

We may contact you for more information; however we will not automatically reply with the outcome of your complaint. Please understand our efforts will be directed at bringing the home into compliance.

Witness making report: _____

Address: _____ Phone: _____

Additional Witness Name: _____

Additional Witness Address: _____ Phone: _____

The above statement is based on my personal knowledge and not what has been told to me. I understand that in the event of a hearing, the Association will need my cooperation and I may be called upon to provide additional statements or affidavits and testify as a witness.

Signature: _____ Date: _____

FOR COMMUNITY STANDARDS USE ONLY

ACTION TAKEN: _____ DATE: _____

FOLLOW-UP: _____