



Dear Unit Owner;

Occasionally there are violations of association rules and regulations of which our neighbors or owner - landlords need to be reminded. Under most circumstances, this is often a simple matter of one neighbor speaking to another, reminding them that they may be in violation of an association rule. People are often unaware that what they have been doing is not allowed and many infractions can be easily resolved without escalating or involving the Board or the management company.

If this is not the case, then both the Board & Management Company need specific information upon which to make decisions on corrective action. In order to insure that information is accurate, a signed form is necessary. Please complete it carefully and send it to the address at bottom. Confidentiality of persons submitting a **Violation Reporting Form** will be respected as feasible, but is neither promised nor guaranteed.

ASSOCIATION RULES & REGULATIONS VIOLATION REPORTING FORM

Explain which of the Association's rules or regulations you believe is being violated.

Describe the nature of the violation you are reporting including the location and all relevant details. (Attach additional pages as necessary)

State the date(s) and time(s) you first observed this violation and any subsequent date(s) and time(s) you noted this violation, or state "ongoing."

State the name(s) of the individual(s) you believe are violating the association's rules and regulations.

State the address of the unit at which the individual(s) you believe are violating the association's rules and regulations reside.

State your name: _____

State your address: _____

State a daytime telephone number at which you may be reached: _____

Signed: _____ Date: _____
(VIOLATION REPORTING FORMS must be signed for acceptance or potential further action)