



## **VIOLATION COMPLAINT FORM**

### **REPORTING PARTY**

**Association:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### **VIOLATING PARTY**

**Address:** \_\_\_\_\_ **Date & Time of Occurrence:** \_\_\_\_\_

**Description of Violation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attempt to Resolve Problem:** \_\_\_\_\_

\_\_\_\_\_

**\*PLEASE ATTACH ANY DOCUMENTATION PERTAINING TO THE VIOLATION; i.e. PICTURES, POLICE REPORTS, WITNESS STATEMENT(S), ETC.\***

#### **COMPLAINT PROCESS:**

- ❖ All complaints are considered anonymous and your information will only be shared with the Board of Directors.
- ❖ All complaints must be in writing & include supporting documentation of the violation. The completed violation form must be submitted to the office of Associa Kramer-Triad Management Group.
- ❖ All complaints will be investigated by the Board of Directors to verify the validity of the complaint. Valid complaints will result in a warning letter to the individual(s) in violation and subsequent fines thereafter if the violation is not corrected as outlined in the Association's Governing Documents.