# North Shore Homeowners Association

## Violation Complaint Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Co-owner Name: |  | Date: |  |  |

|  |  |
| --- | --- |
| Building / Unit #: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Co-owner Email: |  | Phone number: |  |

|  |  |
| --- | --- |
| Violating Co-owner Name: |  |
| Building / Unit #: |  |

## Description of Complaint

|  |
| --- |
| Violation\*Person filing complaint responsible to review restrictive rule or cite Bylaw Article and Section to determine if event / occurrence is prohibited: |

Complete Description: Date: \_\_\_\_\_\_\_\_\_\_\_ Location on Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Narrative:

|  |
| --- |
| As a property owner within the association listed above, I do swear and confirm that on or about\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of violation), I did witness the event(s) described above which I consider to be a violation of the association rules or bylaws:  |

 Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

## Procedure Notice

1)Complainant will promptly file this signed and completed form with the management company as follows: Gardner Management

 Email: info@gardnermi.com or mail to

 5770 Venture Park Dr, Kalamazoo, MI 49009

2) Gardner Management will notify violating co-owner of the violation and advise them of their right to a hearing before the Board or accept the notice. No communication with be made to the complainant. Complaints regarding a co-owners guests or lessors will be the responsibility of the co-owner to resolve and not the management agency or the association.

3) If the violating co-owner accepts the complaint, is it will serve as a first warning and counted towards subsequent fines.

4) If the violating co-owner requests a hearing the complainant will be notified and a joint hearing with the Board scheduled.

PLEASE NOTE: Complainant will remain anonymous except in the following conditions:

\*Person against which complaint has been filed requires hearing with the Board to object / deny complaint.

\*Person against which complaint filed pursues legal action against the association.

Instructions for the management company.

Upon receiving a request for a complaint, management company forward the Violation Complaint form to the reporting co-owner for completion.

The latest available co-owner directory should also be sent.

Upon receipt of a completed signed complaint form, the co-owner will be immediately by notified, either by phone or email, depending upon the severity of the complaint.

Co-owner must respond with a remedy for the violation or their request for a hearing regarding the complaint within 24 hours.

A letter will be sent