

VIOLATION COMPLAINT FORM

ASSOCIATION PORTAL: hoa.hrcassociationmanagement.com



This is the official Violation Complaint Form for the Declarant Board of Directors for complaints to be addressed. All complaints will be handled confidentially between the Board of Directors, HRC Association Management, and the Defendant in violation. You will not receive any status updates related to this complaint, unless the complaint is found to not be valid. Continued allegations against another owner that are unsubstantiated may result in a fine from the Association.

- 1. REVIEW THE COVENANTS** of your Association. Try searching for keywords.
- 2. Fill out the Complainant and Defendant Information** for the alleged violation.

COMPLAINANT INFO (Owner Filing Complaint)

NAME:
ADDRESS:
PHONE:
EMAIL:

ASSOCIATION NAME:

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DEFENDANT INFO (Alleged Violator)

NAME:
ADDRESS:

- 3. FILL OUT ALL REQUIRED ITEMS:** Complete each item below.

VIOLATION: *The nature and date of the alleged violation. Include a description of the factual basis of the complaint. (Who, What, Where, When, etc.)*

REGULATION: *State the specific Declaration, Rule or Regulation being violated. This information can be found on the homeowner portal under "Documents".*

WITNESS: *This form must be signed by the Complainant to be processed.*

Signature of Complainant: _____ Date: _____

- 4. PROVIDE A PICTURE to support the complaint.** Submitting a complaint form without supporting evidence such as a picture will delay any actions taken by the Association.
- 5. Submit all required documentation through the homeowner portal.** Upload your completed form and any other documents as a general service request on the portal under "Submit a New Request". You may also email this form to HOA@hrcassociationmanagement.com.