

WOODED GLEN, SECTION 1 HOMEOWNERS' ASSOCIATION, INC.

RECORD OF COMPLAINT

Date: _____

1. Name of person(s) involved in alleged violation: _____

2. Address of person(s) involved in alleged violation: _____

3. Is the person(s) charged with violation a tenant or owner? _____

4. Describe in detail how and where the violation occurred: _____

5. Describe in detail the provision of the governing documents or rules violated:

6. When did the violation(s) occur? _____

7. Have you personally requested the owner or tenant to cease the violation?

Yes No Verbally Written Request.

When? _____

8. Name and address of person(s) filing the Complaint: _____

9. Signature(s) _____

Use additional sheets of paper if necessary and include additional documentation, if appropriate.

FOR ASSOCIATION USE ONLY

10. Owner: _____ Tenant: _____

11. Provision(s) of governing documents violated: _____

12. Registered name(s) of owner(s): _____

13. Owner's address if non-resident: _____

14. Registered names(s) of tenant(s): _____

15. Comment: _____

16. Date Notice of Violation sent to owner: _____

17. Referred to Board on _____, 20_____

18. Date Notice of Hearing sent: _____

cc: Owner File

