

Violation Report Form

Association name:

Date submitted:

Reporter (kept confidential by board policy)

Name:

Your lot / address:

Email:

Phone:

☐ I request that my name not be shared with the owner involved

What was observed

Lot / address where observed:

Rule or CC&R section, if known:

Date observed:

Approximate time:

☐ This is ongoing

☐ This was a one-time event

Description:

What you saw, not conclusions — "a trailer has been parked in the driveway since Tuesday," not "they are violating section 4 again."

Photos attached:

Yes / No — if yes, how many

If this reaches a hearing, are you willing to describe what you saw?:

Yes / No / Unsure

Reporter signature

Board use only

Received by:

Date logged:

Inspection date:

Inspected by:

-
- ☐ Confirmed — case opened
- ☐ Not confirmed — closed as unfounded

Case number, if opened:

Reporter acknowledgement sent on:

Handling: log every report the day it arrives, inspect within a set window, and record one of two explicit outcomes — case opened, or closed as unfounded with a dated note of what was checked. Keep the reporter identity confidential by board policy and build the case on the board's own inspection evidence.