

At the October 21, 2017 the Board of Directors voted on accepting the draft of the Arrowhead Violation Report which must be used if an owner wants to report an alleged violation to the Board of Directors. The report and instructions are being posted for owner input until January 12, 2018. The final draft will be voted on by the Board at the January 20, 2018 Board Meeting.

Owners can send input and comments to Patty Greeves at pattygreevesaia@gmail.com

INSTRUCTIONS – ARROWHEAD VIOLATION REPORT

To submit a Violation Report please refer to these instructions and complete the associated Owner Violation Report.

- Read the Covenants and the Regulations, which are on the AIA website, identify the covenant(s) or regulations(s) best matching the specific violation, and include this on the written Violation Report.
- Completely fill out the Violation Report, with all of the requested information, and sign the Form. The Board Liaison, the Board of Directors and/or the AIA Association Management Office will not process the Violation Report unless the Violation Report is submitted in writing and signed by the person completing the form.
- Specifically describe the violation and give dates of the violation(s).
- Include pictures, evidence and/or drawings, as attachment(s) to the Report submission, as available.
- Provide the names and contact numbers for any witness(s) to the violation.

Once the Violation Report is received by the assigned Board Liaison the following will happen:

- The Association will follow the written procedures detailed in the Regulations for investigating violation inquiries of the Covenants, the Rules and Regulations and the Design Review Guidelines.
- The Association will investigate the matter within 30 days of receipt of the Report. Note: If the Report requires inspection of the lot, the investigation of the concern may sometimes be delayed due to weather, filing road closures and access issues.
- It will be solely the responsibility of the Association to determine whether your submission has been properly completed.
- A copy of the written Violation Report may be forwarded to the property owner, identified from the Report, and they will be given an opportunity to respond, cease, stop, remove or otherwise rectify the alleged violation.
- If the Association determines there is insufficient evidence to proceed, the owner has the right to proceed by filing a formal complaint using the process outlined in the existing regulations. (Section 3, Article 2. – Enforcement Policies and Procedures and Appendix E: Policy of Dispute Resolution Between Association and Owners).

Please be aware that if the Association elects to file a complaint to commence the fine process based upon your report, you and any other witness you identify in your report must be willing to testify at a hearing on the fine if the owner against whom the complaint is filed requests a hearing.

If the matter you want to report is a health, safety or public welfare matter please immediately call Patrol at 970-209-6335 to report the violation. IN ANY CRIMINAL MATTER CONTACT LAW ENFORCEMENT.

Once the written Violation Report has been completed, please forward to the AIA Association Management Office at P.O. BOX 83 Gunnison Colorado 81320 or scan and email to: violationreport@gmail.com. Please include all pictures, drawings and descriptions as attachments.

For further questions, please send an email to the email address above. Be sure to include your contact information. Thank you for your concern for our community and we will respond to you in a timely manner.

ARROWHEAD VIOLATION REPORT

Printed name of owner completing the form: _____

Your Arrowhead Address: _____

Your Mailing Address: _____

Your Arrowhead Phone: _____

Your Cell/Contact Phone: _____

Your EmailAddress: _____

Location of Alleged Violation (if known):

Name of Person Responsible For Alleged Violation (f known): _____

The undersigned owner hereby submits the following Violation Report:

Date(s) of Occurrence: _____

As referenced by violation of the following covenant(s) or regulation(s): *(Example: Regulations: Article I - Item 9., Subsection (1) e. states 'No more than one driveway approach from a filing road shall be allowed on any lot'.)* _____

Statement: *(Example: The owners at the property address shown above are at the corner of 5th and Main. Their existing driveway provides an entrance from 123 Main Street, however, the owners are presently driving across common ground from 5th Street to also access the property).* _____

Did you personally observe the alleged violation: YES_____ NO_____ If, you did not observe the violation, why are you submitting this Violation Report? What evidence supports this Violation Report?

Names and contact information of witnesses, if any:

THIS IS NOT A FORMAL COMPLAINT. This is a notification to the Association of a possible violation of the Association's governing documents. The Association will review the report, investigate it as appropriate if it is complete, and take such action as the Association believes appropriate in its discretion. If you would like to file a formal complaint, which will commence a hearing and fine process, a separate formal complaint form is available. For more information on the formal complaint process, see Section 3, Article 2 of the Association's Regulations.

Signature_____Date:_____