

INSTRUCTIONS – ARROWHEAD VIOLATION REPORT

Owners are encouraged to communicate their concerns to the person(s) responsible for the alleged violation before submitting this report to see if the issue can be resolved.

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: aiaownerviolation@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 (if 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: Section II, Article I - Item 1, Animal and Household Pets states: Owners will be responsible for the actions of their pets and must bear in mind that pets running at large constitute a danger to wildlife and other residents and guests).*

Statement: *(Example: The owners at the property address shown above have let their dog run loose in the community and the dog has come onto my property without my permission. This has happened multiple times. I have spoken with the owner but the dog is still running loose).* _____

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: _____

* If there are extenuating circumstances that make you uncomfortable with signing your report, you may submit the report without your signature. However, please be aware that if the violation reported is not readily observable, AIA cannot pursue the complaint without you agreeing to act as a witness and the matter is unlikely to be pursued by AIA on your behalf.