Oak Hill at Spring Ridge Homeowners Association

Report of Infraction/Violation

This form is to be used to report all infractions of the community, as described in the Declaration, the By- Laws, and the Rules and Regulations promulgated by the Board of Directors. ALL VIOLATIONS MUST BE REPORTED IN WRITING ON THIS FORM.

Unit Owner reporting infraction: ______________________________
Address: ______________________________
Phone/Home: ____________________ **Phone/Work:** ____________________

Name of Violator (if known or applicable): ______________________________
Date of Infraction: ____________________ **Time of infraction:** ____________________
Location/Address of infraction: ______________________________
Nature of Infraction: Provide a description of the infraction that will adequately describe it for consideration and action (for example; car model & license plate number if it is a vehicle violation). (Please print or type)

____
____
____
____
____
____
____

Attach a second sheet if needed.

Signature: ______________________________ **Date:** ____________

Complainant's name will be held in confidence unless a formal hearing becomes necessary, at which time the complainant may be asked to appear before the Board of Directors. If the complainant fails to appear at the hearing, all charges may be dropped on the defendant.

PLEASE MAIL TO: Oak Hill, c/o Danella Realty & Mgmt Co., P.O. Box 1017, Blue Bell, PA 19422.

~~~~~~

(To be completed by Management Company and for Board use only)

__________ **Date received by Management Company**
__________ **Date Referred to Board of Directors**
__________ **Date Violation Letter Sent**
__________ **Follow Up Date for Compliance**
__________ **Date 2nd Violation Letter Sent**
__________ **Fine Amount and Date**
__________ **Hearing Date (If requested)**
Comments/Board Action (if any):

____
____
____
____
____
~~~~~~