

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 15 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. (Article 8 – Policy and Procedures for the Enforcement of Governing Documents).

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
FOR FORMAL OR INFORMAL COMPLAINT

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: Article 6, Section 6 states, in part, "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:

Check only one of the following boxes:

CHECK THIS BOX IF THIS IS AN **INFORMAL COMPLAINT** WHICH IS DEFINED IN THE ENFORCEMENT SECTION OF THE REGULATIONS. An Informal Complaint is handled by the AIA Board, which will determine, in its sole discretion, if a violation exists and if so what action, if any, needs to be taken.

OR

CHECK THIS BOX IF THIS IS A **FORMAL COMPLAINT**. I WISH FOR THIS TO BE PROSECUTED BY THE ASSOCIATION AS A FORMAL COMPLAINT. IF THIS BOX IS NOT CHECKED, THIS COMPLAINT WILL BE PROCESSED AS AN INFORMAL COMPLAINT.

Signature* _____ Date: _____

* By signing you are stating that you are willing to serve as a witness in any hearing on your complaint. A signature is required for all formal complaints. The formal complaint process involves notice to the person you believe committed a violation and an opportunity for a hearing. A copy of your formal complaint will be provided to this person, and you will be requested to appear at the hearing as a witness in almost all circumstances. Please be aware that if the violation reported is not readily observable, **AIA cannot pursue the complaint as a formal complaint without you agreeing to act as a witness and the matter is unlikely to be pursued by AIA on your behalf.**