

WestWind Owners Association, Inc.

Violation Form

Alleged Violation of Governing Documents

This form is to be used as a formal complaint procedure when you feel the governing documents of your Association have been violated by another member of the Association. The Board of Directors may only consider complaints that violate the Association's governing documents. Violations not covered by the governing documents may not be enforced by your Board. If Violations do not comply with Federal, State, or Local law you may wish to present those to the appropriate governmental agency. If you file a complaint with the Board you may also file a complaint with the appropriate governmental agency regarding your complaint. If the Board of Directors determines a violation has occurred, the Board will follow the procedures as outlined in the governing documents.

Complaints must be in writing and sent in one of three following ways:

Mail Complaints To: Alsop Property Management, LLC, Attn: Danielle Foreman, PO Box 1389, St. Augustine, FL 32085

Fax Complaints To: (904) 647-2617

E-mail Complaints To: df@alsopcompanies.com

Nature of Alleged Violation (*circle or highlight the appropriate violation*):

- Governing Documents
- Animal Issues and Concerns
- Other
- Rules and Regulations
- Neighborhood Disturbances
- Architectural
- Parking and Traffic Issues

Date of Violation:		Time of Violation:	
Description of Alleged Violation: <i>(Please provide details to better help us understand the issue)</i>		Name of Tenant/Owner of Alleged Violator: <i>(if known)</i>	
Make & Model of Vehicle: <i>(If applicable)</i>		License Plate: <i>(If applicable)</i>	

Person Filing Complaint: <i>(Tenant or Owner?)</i>		Address:	
Cell Phone:		Home Phone:	
Work Phone:		Email Address:	

PLEASE ATTACH ANY SUPPORTING DOCUMENTS OR PHOTOGRAPHS

Tenant Signature: _____ **Date:** _____

Property Owner Signature: _____ **Date:** _____

For Office Use Only: 1st Violation 2nd Violation 3rd or Subsequent Violations

Comments: _____