

FILING A REPORT OF VIOLATION OF THE COVENANT AND BYLAWS

Before the violation will be processed, the violation form must be properly completed with all pertinent information provided and all required addresses and contact information supplied. The form must be mailed to the Association at the address on the reporting form. Every effort will be made to keep the name of the reporting party confidential.

If you are reporting a violation of the Covenant and Bylaws by another homeowner you must provide the information listed below. Complaints will only be reviewed if a violation form is properly filed and includes the following.

- 1) Property address and name of person who is not in compliance (if available).
- 2) A full written description of the alleged violation. (Example: fence constructed without Board approval, dogs running loose or barking continuously, unsightly yards, etc.)
- 3) Date that complaint was filed
- 4) Contact information for the individual filing the report in case of further questions and to check on compliance.

When complaints or notices of violations are received from concerned or effected homeowners, they are examined to verify the validity of the violation (and, where necessary, someone is sent to investigate the complaint by visiting the property). If, after this review, it is determined that there is a violation and that the Association should take action, the homeowner who is in violation is notified in writing that they are in violation and provided with a reasonable period in which to remedy the violation. (Normally any portions of the Covenant and Bylaws that apply are stated in this correspondence.)

If, after the period for compliance has expired, the homeowner has made no reasonable effort to comply, notice is sent that failure to comply will result in further action by the Association, which may include fines and the involvement of the Association's attorney.

REPORT OF VIOLATIONS OF THE DECLARATIONS AND REGULATIONS

Community Name: Emanuel Creek

Date of Report: _____

Name of Complainant: _____

Address: _____ **City:** West Columbia

Day Time Phone Number: _____ **Email:** _____

Name of Home Owner in Violation (if known): _____

Address of Violation: _____

Description of Violation: _____

Signature of Complainant: _____

Mail this completed form to **Emanuel Creek HOA, PO Box 3115, West Columbia, SC 29171**
You can also email this completed form to: **emanuelcreekhwa@gmail.com**

