

Master Homeowners Association for Green Valley Ranch

VIOLATION COMPLAINT FORM

The Master Homeowners Association for Green Valley Ranch provides this convenient form to owners/residents who wish to report alleged violations to the Association. For your protection, all complaints must be submitted in writing with adequate information. By filling out this form and returning it to the Association, action will be taken in accordance with the governing documents and the "Residential Improvement Guidelines and Site Restrictions for The Master Homeowners Association for Green Valley Ranch". Please note that the Association may already be addressing the violation.

Please be advised, the Association completes daily inspections from the street. Items that are not visible from the street or are considered mobile / temporary violations (violations that are not constantly occurring at the home: such as parking a Recreational Vehicle for periods exceeding 24 hours, issues that occur mostly on the weekends or after business hours, etc.) are generally not identified during routine inspections and need to be brought to the Association's attention.

The complainant must be willing to testify on all alleged violations that the Association is unable to verify, document and take a picture. Testimony is required if a hearing is scheduled for the purpose of determining if the alleged violation is occurring and/or during any legal proceedings. Written complaints are otherwise kept for internal reference material by the Board of Directors and/or Management. It is the Association's intent to keep the complainant's information confidential until a hearing is scheduled or disclosure is required by law.

COMPLAINANT'S INFORMATION (all fields with an * must be completed)

*First & Last Name: _____

*Address: _____

*Phone #: _____

Email: _____

Would you like notification that your complaint has been received: _____

Have you reported this complaint before? If so, please indicate when and to whom.

*Signature: _____

* Date: _____

RULE VIOLATION INFORMATION (all fields with an * must be completed)

*Property Address (please confirm, if unsure): _____

*Date/s & Time/s Alleged Violation has occurred:

*Description of Violation (please be as detailed as possible: vehicle complaints must include make, model, location and license plate information if available; landscaping complaints must include detailed description of landscaping violation; etc.):

Other Information (pertinent to violation):

- NOISE COMPLAINTS – should be reported to the Denver Police Dept. at 720-913-2000
- DOGS BARKING AND ANIMAL COMPLAINTS – should be reported to Denver Animal Control at 303-698-0076

**FAX this form to 303-307-3250 or
EMAIL to info@gvrhoa.com or
MAIL to GVR HOA, 10515 E. 40th Ave #115 Denver, Co 80239.**

It is our goal to encourage owners/residents to resolve the alleged violation in a timely manner without compromising their right to a due process. After receipt of a valid Violation Complaint Form, Management will send a letter within 2-3 business days, if appropriate. If the Violation Complaint Form is determined invalid, it will be sent back to you within 2-3 business days requesting additional information.

Thank you for bringing these concerns to our attention.