

**COMPLAINT/NOTICE OF HEARING/DETERMINATION FORM
[NAME] ASSOCIATION**

Date: _____ Complainant: _____

Address of violation: _____ Name of allegedly responsible co-owner:

Description of complaint: _____

Provision alleged to have been violated: _____

of the ___ Master Deed ___ Condominium Bylaws ___ Rules and Regulations.

Complainant's signature

NOTICE OF INSUFFICIENT INFORMATION TO PROCEED

___ The board of directors has determined that there is insufficient information from which to determine that there is a likelihood that a violation of the condominium documents has occurred. If you wish to pursue the matter further, please submit a more detailed complaint.

I certify that a copy of this notice was provided to the complainant.

[signature]

NOTICE OF HEARING

___ The board of directors has determined that there is a likelihood that violation has occurred. The allegedly responsible co-owner is notified that a hearing shall take place on the ___ day of _____, 20___, at _____ AM / PM at _____ to consider the violation. The existence of a violation and the appropriateness of the imposition of a fine shall be considered at the hearing, regardless of the complainant's or the allegedly responsible co-owner participation or non-participation in the hearing.

I certify that a copy of notice of the hearing as attached was provided to the complainant and the allegedly responsible co-owner in accordance with the condominium documents on the _____ day of _____, 20____.

[signature]

DETERMINATION

The board of directors determines that a violation ___ has / ___ has not occurred.

If a violation has occurred, the board finds that this is the ___ first / ___ second / ___ third / ___ fourth / ___ more than fourth violation. Based upon this determination, the board imposes a fine of \$_____

If a fine has been imposed, you have 10 days from the date of this notice to pay it to the treasurer. Failure to pay may result in collection activity being taken against you.

I certify that a copy of the determination notice as attached was provided to the responsible co-owner in accordance with the condominium documents on the _____ day of _____, 20____.

[signature]

[This form, when completed, should be attached to the minutes of the meeting where the violation was considered, or to the minutes of the meeting where it was determined there was insufficient information to proceed.]