



FOREST LAKE HOMEOWNERS ASSOCIATION

www.forestlakehoa.org

Process for Handling of Restrictions Violations

- 1) The process is initiated when any lot owner submits a formal complaint using the attached form. If not sent directly, the complaint will be routed to the chairman of the Restrictions and Architectural Control Committee (RACC) for processing.
- 2) The RACC will log the complaint and make a determination as to whether the complaint indeed identifies a violation of the Declaration of Restrictions. The RACC will perform an onsite visit, if necessary, to confirm the violation.
- 3) The RACC will contact, in writing, the owner of the lot that is in violation. The contact method should be chosen to expedite the process, e.g. phone call with email or U.S. mail follow-up, or in-person with written follow-up.
 - a) Explain which restriction has been violated
 - b) Indicate that the violation must be corrected within 72 hours to avoid a \$100 fine and possible legal action.
- 4) The RACC will monitor the situation to determine whether the violation has been corrected within 72 hours.
 - a) If the lot owner in violation requests additional time to correct the violation, that request will be forwarded to the board for their consideration.
 - b) If the violation is corrected, log the result and close the complaint notifying the complainant.
 - c) If not corrected, notify FLHA Board and the complainant.
 - i) The Treasurer will assess the \$100 fine and follow-up with collection in the same manner that dues are collected.
 - ii) The Board will determine what further action is to be taken. This may include securing a lawyer to send a letter demanding that the violation be corrected to avoid further legal action. Should that not result in correction of the violation, the Board may continue to pursue legal injunctive relief.



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COMPLAINT FORM

If you have a complaint regarding a violation of the FLHA Declaration of Restrictions, you may use this form, or provide equivalent information using your own format. The FLHA Board of Directors and Restrictions and Architectural Control Committee will not address complaints unless they are received in writing and signed by the complaining homeowner. Completed, signed forms may be mailed to the FLHA post office box at: **FLHA, PO Box 183513, Shelby Township, MI 48318-3513** or emailed or given to any FLHA officer or to any member of the Restrictions and Architectural Control Committee.

The identity of the complaining homeowner will be kept confidential.

You may print the blank form and fill it out by hand, or you may fill it out online, then save it to your computer to print or electronically sign and email.

Your Name: _____

Your Street Address: _____

Phone number where you can be reached for followup: _____

Alleged Violator's Street Address: _____

Date(s) of the Alleged Violation: _____

Description of the Alleged Violation:

Your Signature: _____ Date: _____