

# Request for Dispute/Violation Resolution

Attention: Board of Directors

Owner of Record: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Requesting Unit: \_\_\_\_\_ Offending Unit: \_\_\_\_\_

You may include multiple units in your request.

Homeowners Association Name: \_\_\_\_\_

Fill out the form below, detailing your complaint. Submit the form to the Management Company for processing. It is important that you have the accurate address of the offending party. Posting of notice on the wrong party may result in an invoice for the maintenance labor costs of posting. You may select one or all methods of notice.

Posting of violation requested     Notice sent to unit owner requested

Presented to the Board of Directors as an agenda item requested

I would like to request that the offending party be asked to attend the next Board of Directors meeting to discuss the matter. I will be present at the meeting.

*Please note – notices sent to the unit owner or the Board of Directors will be this original copy.*

**Description of Offending Unit/s Conduct:**

---

---

---

---

---

---

---

---

---

---

---

---

FOR OFFICE USE ONLY

-----

Notes: \_\_\_\_\_

---

---

---

---