The Villages at Westminster Homeowners Association Inc.

**ARC VIOLATION REPORT FORM**

This form must be completed and signed to have your complaint processed by the Association. It is a more formal way for you to help ARC in its goal to preserve VOW as a harmonious, quality development, to minimize problems and expenses for homeowners and the HOA, to provide for architectural integrity of our neighborhood, and to protect and enhance property values. Please note that the Architectural Guidelines were revised effective June 1, 2019, so some things may have changed from past expectations. The Covenants that govern our HOA, however, have not changed. All violations of the Covenants will be taken seriously by the ARC and the Board of Directors.

**CONTACT INFORMATION**: You can request that this information not be disclosed, but you must provide it before the ARC or Board will consider it.

Name of Complainant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Preferred method of communication: ▢ Phone ▢ Email ▢ U.S. Mail

**PLEASE CHECK HERE IF YOU WANT YOUR NAME KEPT CONFIDENTIAL: ▢**

**\* \* \* \* \* \* \* \* \* \* \* \* \* \* \***

**My Complaint is against: ▢ My Neighbor ▢ Resident not my neighbor ▢ ARC Committee**

 **▢ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The section or provision of the Covenants, Architectural Review Guidelines, or government rule or statute believed to have been violated is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The address where the violation is occurring is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**COMPLAINT:** Describe what you believe is the violation. If you have relevant information about how long this violation has been occurring, please include that. Use additional pages if necessary.

**ATTEMPTS TO RESOLVE**:

 ▢ I have not tried to resolve this.

 ▢ I have tried to resolve this already myself.

If you have tried to resolve this matter already, please describe what you have already done and the results. Please be as specific as you can with names, dates, locations. Use as much space as needed.

**PREFERRED RESOLUTION**: Please tell us what action you think should be taken and by whom it should be taken, or how you would like us to handle this Report.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Person Filing Report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Person Filing Report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

SUBMISSION OF REPORT

Submit your report and all attachments to:

 The Villages at Westminster Homeowners Association Inc.

 c/o Berkeley Realty Property Management Inc.

 150 Strawberry Plains Road, Suite A-1

 Williamsburg VA 23188

PROCESSING OF REPORT

If your report is against a homeowner, your Violation Report will be forwarded to the ARC Committee. The ARC will review the situation within 30 days and determine the next appropriate action. Appropriate actions may include a meeting with the Homeowner, a Violation Notice being sent to the Homeowner, or a report to the Board of Directors for possible legal action. It may be a determination that no violation has occurred. You may be contacted for more information, but you will not be notified of the final action taken unless it is a finding of No Violation or No Action Necessary.

If your report is about an action (or failure to act) on the part of the ARC Committee or one of its members, your report will be sent directly to the Board of Directors for appropriate action. This may include a meeting with the ARC Chair or Committee Member or some other investigation. It may result in notification to you that this is the wrong form and process, and that you should file an official Complaint Form. It may result in some other form of legal inquiry or action. It may result in a finding of No Violation or No Action Necessary.