Exhibit A
ALLEGED VIOLATION REPORT

Date of Report: _____

1. **Person Making Report (Complainant)**
   Name: _____
   Address: _____
   Phone No: _____
   Email: _____

2. **Time, place and nature of alleged violation (to the extent known)**

   Date: _____ Time: _____ Location: _____

   Nature of Alleged Violation:
   _____
   _____

3. **Description of Alleged Violator (if known)**

   Name: _____
   Phone: _____
   Address: _____

4. **Additional Witnesses (continue on back as needed)**

   Name: _____
   Address/Phone/Email: _____
   Name: _____
   Address/Phone/Email: _____

5. **Other Evidence (Photographs, Documents, Etc.) Supporting the Alleged Violation (continue on back as needed)**
   _____
   _____

6. **Specific Governing Document Alleged to be Violated (Cite exact provision(s) of Declaration of Covenants, Bylaws, Rules or Regulations violated)**

   _____

7. **Original Complainant**
   _____
   (Signature)

Exhibit B
NOTICE OF INTENTION TO IMPOSE DISCIPLINE

To Member: _____

Please be advised that you are given notice that the Board of Directors ("Board") will hold a hearing on:

_____ (Date)
_____ (Time)
_____ (Place)
_____ (Other i.e., Zoom)

to consider the imposition of a monetary penalty (fine), suspension of membership privileges, such as the right to use recreational common area, but not Member voting rights, or other permissible discipline or action against you concerning an alleged violation of the Association's governing documents, that is:

_____
_____
_____
_____

You have the opportunity to cure the alleged violation prior to the hearing. If you cure the alleged violation prior to the hearing, the Board will not impose discipline. If curing the alleged violation will take longer than the time between the date of this notice and the hearing and you provide a financial commitment to cure the alleged violation, the Board will not impose discipline.

You may attend the hearing and be heard orally or in writing before the Board. The hearing will be held in executive session whether you are present or not and whether you contest the alleged violation or not.

Please acknowledge your receipt of this notice and indicate, by checking one of the boxes below whether or not you will contest the alleged violation.

Very truly yours,

BOARD OF DIRECTORS

I acknowledge receipt of this notice and:

☐ I do not oppose the alleged violation.

☐ I oppose the alleged violation.