

BWFOA Complaint Record for CC&R Violation

This form may be used by a Board Member or any member of Bryant Woods Homeowners Association (BWFOA) to document a possible ongoing violation of the Covenants, Codes, and Restrictions (CC&Rs), or related BWFOA ordinances. Within 15 days of receipt of a completed Complaint form, the BWFOA will investigate and either: (a) commence enforcement or, (b) inform the Complainant that it will take no action. Please note that the Complaint process is not anonymous; a complaint will become a permanent record of BWFOA. Furthermore, although the person making the complaint (Complainant) is not required to do so, the BWFOA may ask him or her to provide additional evidence in order to justify a finding of a violation.

If you are concerned about a possible violation and do not want to initiate a formal complaint process, you may contact a Board Member to discuss possible alternatives. If you need help resolving a neighbor-to-neighbor dispute, please contact the City of Lake Oswego and Clackamas County Dispute Resolution Services for free mediation assistance.

Your Name: _____

Your Telephone: _____ E-mail: _____

Your Street Address: _____

LOCATION OF ALLEGED VIOLATION: _____

Alleged CC&R Violation: Please describe the activity or condition causing your complaint. You may attach more information and photos if desired. Attachments? No Yes

All of the information provided above is, to the best of my knowledge, truthful and accurate.

Signature of Complainant: _____ Date: _____

(TO BE FILED WITH BWFOA ARC RECORDS - DO NOT SEND TO THE HOMEOWNER)

BWFOA Board Recipient: _____ Date: _____

Board Notes (Document phone calls, emails, conversations): _____

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THIS PAGE FOR BOARD USE ONLY –TO BE FILED WITH BWHOA ARC RECORDS.

(DO NOT SEND TO HOMEOWNER)

- No violation was found after investigation by a Coordinator or Board member.
(Notify Complainant that the Board will not take action on the Complaint.)
- Owner was contacted by _____ via
email / phone call on (DATE): _____
- Violation occurred and has been remedied within the allowed time. Owner notified the Board
on (DATE): _____
- Violation occurred and was not remedied within the allowed time. Action taken:

- Violation occurred, extension granted until (DATE): _____
and has been resolved and confirmed by a Board member on _____
- Violation occurred, homeowner did not respond to phone/email request. "Notice to the
Homeowner" sent on (DATE): _____
- No response was received from the owner. The Board assessed a penalty and sent a notice to
the owner on (DATE): _____
- Appeal hearing was scheduled for (DATE): _____
- The Board and/or the Enforcement Panel recommended a penalty of: _____

- Letter sent to the owner on (DATE): _____

ADDITIONAL NOTES:

PLEASE ATTACH ALL RELEVANT SUPPORTING DOCUMENTATION BEFORE FILING WITH ARC RECORDS