The Ridings at Brookside Condominium Association

APPENDIX E
Report of Infraction/Violation

This form is to be used to report all infractions of the community, as described in the Declaration, the Bylaws, and the Rules and Regulations promulgated by the Board of Directors. ALL VIOLATIONS MUST BE REPORTED IN WRITING ON THIS FORM.

Unit Owner reporting infraction:_____
Address:_____
Phone/Home:_____**Phone/Work:**_____

Name of Violator (if known or applicable):_____
Date of Infraction: _____**Time of infraction:** _____
Location/Address of infraction:_____
Nature of Infraction: Provide a description of the infraction that will adequately describe it for consideration and action. (Please print or type)

_____
_____
_____
_____
_____
_____

Attach a second sheet if needed.

Signature: _____ **Date:** _____

Complainant's name will be held in confidence unless a formal hearing becomes necessary, at which time the complainant may be asked to appear before the Board of Directors. If the complainant fails to appear at the hearing, all charges may be dropped on the defendant.

PLEASE MAIL TO: The Ridings at Brookside Condominium Association, c/o Danella Realty & Management Company, P.O. Box 1017, Blue Bell, PA 19422 or fax to (610) 834-6204.

(To be completed by Management Company and for Board use only)

_____ **Date received by Management Company**
_____ **Date Referred to Board of Directors**
_____ **Date Violation Letter Sent**
_____ **Follow Up Date for Compliance**
_____ **Date 2nd Violation Letter Sent**
_____ **Fine Amount and Date**
_____ **Hearing Date (If requested)**

Comments/Board Action (if any):

_____
_____
_____
_____
_____