



Lake Heritage

PROPERTY OWNER'S ASSOCIATION

1000 Heritage Drive, Gettysburg, PA 17325

Phone (717) 334-7242 admin@lakeheritage.org

COMPLAINT FORM

COMPLAINANT: _____ LOT#: _____ DATE: _____

SUBJECT OF COMPLAINT: _____ LOT# / REC AREA: _____

COMPLAINT: _____

By my signature below, I understand Article I, Section 3 of the LHPOA Rules and Regulations, which pertains to filing a violations complaint.

Section 3

Violation, Suspension and Fines

1. It will be the policy of this Association to give written notice to those members who willfully violate the regulations and if necessary suspend membership privileges and/or levy fines.
2. Except in the direst of emergencies (threat of immediate property damage or personal injury) no compliant should be processed or acted upon by the Board of Directors until the complaining member (complainant) has
 - a. Put in writing,
 - b. Signed it, and
 - c. Officially submitted it to the Board of Directors for action.
3. Every complainant must be made aware that if the offending member questions the Board of Directors as to WHO the complainant is and WHAT the exact wording of the complaint said, the aforesaid offending member will be shown the complainant's written and signed statement. A copy of the complaint will be given to the offending member if the member requests such a copy. LHPOA's records will indicate the fact that a copy was provided.
4. In addition, the complainant must understand and agree that by submitting a written complaint they may have to be present as a witness to support the Board's case should there be a need to have the complaint adjudicated (either in court or at a hearing before the Board of Directors).
5. The Board of Directors may act on its own to issue a citation if the Board members are personally aware of the violation and vote in the majority to cite the offending member. In this case, no written complaint would be required. Adopted 5/3/2006

SIGNATURE: _____