

# Green Acres

## Home Owners Association

1300 Green Acres Drive, Kokomo, IN 46901

### **GREEN ACRES SUBDIVISION COVENANT VIOLATION FORM**

The Green Acres Home Owners Association is committed to help protect and preserve the overall environment of your community. One of the tasks of the Association is to respond to resident concerns. In keeping with this commitment, all community concerns need to be in writing and submitted to the Board of Directors. Reporting community concerns is 100% anonymous. Please be advised that the violation must fall under the community covenants and restrictions. The Board will make every attempt to resolve all issues, but please allow allotted time depending on the offense.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Covenant section being violated: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Violation: \_\_\_\_\_

Action taken thus far to resolve the matter: \_\_\_\_\_

Violation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to; Green Acres HOA, 1300 Green Acres Dr. Kokomo, IN 46901

#### Director use

Violation handled by \_\_\_\_\_ Date Received \_\_\_\_\_ Date Resolved \_\_\_\_\_

Action Taken \_\_\_\_\_

## **Green Acres Board of Directors Covenant Violation Resolution Process**

Notification of the covenant violation must be received in writing using the Green Acres Covenant Violation Form.

Once a violation has been investigated and confirmed by the board, the following steps will be taken:

1. An informational letter will be sent to the resident committing the violation, specifically defining the violation and asking for their help in preserving a community that pleases everyone and preserves property values.  
The resident will have the opportunity to respond to the board with a plan to remedy the situation or request to appeal the notice and provide additional information to the board.
2. If there is no response by either remedy or appeal from the resident within a reasonable period of time, a certified letter will be mailed to the resident with the same information as in step 1.
3. If there is no response by either remedy or appeal from the resident within a reasonable period of time, a certified letter will be will be mailed to the resident demanding that the violation be corrected within a reasonable time or legal action will be pursued the cost of which will be the obligation of the resident as stated in the covenants Article 23.
4. The matter will be referred to the Association attorney for further action, the cost of which will be the obligation of the resident as stated in the covenants Article 23.

We sincerely appreciate that the majority of our association's members are good neighbors, follow the covenants and take care of their property. With this in mind, every effort will be made to reasonably and rationally resolve any covenant violations that may occur.