

# DEL PRADO TOWNHOME ASSOCIATION

355 N. Lantana #710  
Camarillo, CA 93010  
(805) 984-1648 Fax 383-2926

## RULES VIOLATION REPORTING FORM

- (1) This form is to be used by homeowners of the Del Prado Townhome Association to inform the Board of Directors of observed violations of Rules or Regulations of the Association.
- (2) If a homeowner wishes to report a violation, they should fill out this form in a timely manner, and follow the instructions for submitting the form.
- (3) Additional forms are available near the entrance to the Clubhouse.
- (4) Anonymous reports will not be considered.
- (5) Please provide as much of the following information as possible:

Date/Time of violation: \_\_\_\_\_ am/pm

Name & address of homeowner reporting violation:

\_\_\_\_\_  
\_\_\_\_\_

Description of violation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of violator (if known): \_\_\_\_\_

Address of violator (if known): \_\_\_\_\_

If violation involved a vehicle:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Lic. #: \_\_\_\_\_

- (6) Place completed forms in the mail slot in the door of the utility closet next to the clubhouse entrance. Completed forms will be collected by the management company and given to the Rules Committee or the Board of Directors.
- (7) The Board of Directors will consider all reported violations and send notification letters to those homeowners whose violations require further action. Violations that are not considered due to lack of information or other reasons, will be returned to the initiator with an explanation.

DISPOSITION:

Accepted/Rejected:     Insufficient information     Not a rules violation

Other: \_\_\_\_\_