



## COMPLIANCE COMPLAINT FORM

*Please fill out form and return to:*

Compliance Services Department  
Westbrook Village Association  
19281 N. Westbrook Parkway  
Peoria, AZ 85382

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

**A SIGNED COMPLAINT FORM IS NECESSARY BEFORE COMPLIANCE SERVICES STAFF CAN INVESTIGATE, UNLESS, A LIFE-THREATENING ISSUE EXISTS OR IT IS OTHERWISE DEEMED APPROPRIATE TO ACT.**

Address of Alleged Violation(s) \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

### ALLEGED VIOLATION

Approximately how long has the alleged violation existed? \_\_\_\_\_

Describe the alleged violation:

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Complainant's Name \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Fax # \_\_\_\_\_ Alt. Phone \_\_\_\_\_

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

Subdivision: \_\_\_\_\_

**Complainant certifies that the information set forth above is true and correct as of Complainant's own knowledge.**

\_\_\_\_\_  
**Complainant's Signature**

\_\_\_\_\_  
**Date**

**NOTE:** Effective September 24, 2006 the Arizona State Legislation amended the laws on how associations must treat violations. This change not only changes the way we as your association administrators have to notify alleged violators of violations, but also now requires that we disclose the first and last name of the person who observed the violation. Unfortunately, this means if you call our office to report a violation, we now must take your name – and if requested by the owner who received the violation letter (within the time period designated by the law) we must disclose your name to them. Notice of Violations HB 2824 amends A.R.S. 33-1242 (condominiums) and A.R.S. 33-1803 (planned communities). This law will change the way both condominiums and planned communities enforce the governing documents when there is a violation regarding the condition of an owner's property. The first issue is whether the owner is violating a provision of the documents "regarding the condition" of an owner's property. An owner has ten business days from the date of the violation notice to send the association a written response. The response must be sent by certified mail and sent to the address contained in the violation notice or in the statutory forms that all associations are recording with the county recorder. If the owner does respond, the association has ten business days from the date it receives the certified mail to provide the owner with a "written explanation regarding the notice" containing at least the following information: 1. The provision of the document that has been violated; 2. The date of the violation or the date the violation was observed; 3. The first and last name of the person or persons who observed the violation; 4. The process the owner must follow to contest the notice. The association shall not proceed with any action to enforce the documents before or during the time regarding the exchange of information unless the owner is notified of the process to contest the violation in the notice of violation.

**19281 N. Westbrook Parkway**

**Peoria, AZ 85382**

**(623) 561-0099/Fax (623) 566-6186**