

Casa Del Sol Rules Violation Procedure

Purpose: To provide directions for the completion and distribution of the "Casa Del Sol –Rules Violation Notice form".

1. Forms may be obtained from the property management company (Mann Properties).
2. Anyone witnessing a violation of the Casa Del Sol Rules and Regulations may complete a "Rules Violation Notice"
3. The form is self-explanatory and only highlights will be covered in this procedure.
4. Failure to complete the following three item will negate the form and no action will be taken:
 - A. Name and Unit Number of the person completing the form.
 - B. Unit Number where violation occurred.
 - C. Date of the violation.
- 5 Circle the violation(s) that best describes the actions/behaviors you witnessed.
- 6 Add any additional information such as other Unit Owners that witnessed the violation, time of violation, if police were called, etc., etc. in the Additional Comments area.
- 7 Place the top copy of the form in the door (NOT THE MAIL BOX, that's against the law) of the unit where the violation occurred. Fax, mail or e-mail the second copy to the property management company (Mann Properties)
- 8 Upon receipt of your completed form, Mann Properties will do the following:
 - A. Review the form for proper completion
 - B. If the form is not completed properly it will be returned to the sender with a note explaining why and a copy will be retained on the file. In this case the procedure ends here.
 - C. If the form has been completed properly, a copy of the "Rules Violation Notice" will be sent to the Unit Owners of record for the unit where the violation occurred via certified mail.
 - D. The Casa Del Sol Board of Directors will be notified of the Rules Violation and request that it be added to the next Board Meeting Agenda.
- 9 The Board of Directors will review all Rules Violations on the Agenda of all duly called meetings and determine appropriate action.