



c/o G.R.S. Management Company
3900 Woodlake Blvd, Ste 201
Lake Worth, Florida 33463

VIOLATION LOG, COMPLAINT, AND INSPECTION FORM (VCI)

Part A. Violation or Complaint Log:

Date: _____ Time: _____ AM/PM

Violator(s)' Name (if known): _____

Street Address: _____ Lot Number/ID: _____

Owner's Name (If violator was renter): _____

Owners Address: _____ Lot Number/ID: _____

Complaint Generated by: [] Resident phone-in, [] Written complaint,
[] Site inspection by property manager or inspector):

Verification of complaint by: _____ (indicate name of Inspector)

Verification of complaint Date: _____ Time: _____ AM/PM

SECTION OF DOCUMENTS VIOLATED: _____ (REQUIRED)

SPECIFICS OF COMPLAINT: _____

REQUIRED CORRECTIVE ACTION: _____

Courtesy compliance letter sent on _____ (date)

Re-Inspect on (seven (7) day min) _____ (date) (if applicable)

Part B. Violation or Complaint Log and Re-Inspection Report

Re-Inspection Report/Repeat of Non-Continuing or Continuing Violation following courtesy compliance letter:

Date: _____ Inspector Name: _____

Time: _____ AM/PM Inspector Signature: _____

Violation Corrected _____ YES _____ NO (Check One)

Violation Repeated _____ YES, Date: _____

Follow-up inspection due on: (seven (7) day min) _____ (if applicable)

SECTION OF DOCUMENTS VIOLATED: _____ *(REQUIRED)*

SPECIFICS OF VIOLATION: _____

REQURIED CORRECTIVE ACTION: _____

The undersigned signs this as his/her written complaint with the Coral Trace Homeowners Association and understands that this written complaint may be used by the Association as the basis for enforcement action against the alleged violator named above and that his/her personal knowledge and testimony of the specifics of the violation set forth above may be required by the Association in connection with such enforcement action and that the undersigned agrees to cooperate with the Association in such regard.

Date: _____

Print Name of Inspector/Homeowner _____

Signature of Inspector/Homeowner _____

FOR INTERNAL USE ONLY:

Specific Section of Documents not in compliance: sec # (ex. 0.0.0) _____

Declaration: _____

Rules and Regulations of the Homeowners Association: _____

Articles/By-Laws: _____ (if applicable)

Part C. Violation or Complaint Log and Final Re-Inspection Report

Courtesy compliance letter sent on _____ (date)

First notice of violation sent on: _____ (date)

Follow-up inspection due on: (seven (7) day min) _____ (if applicable)

Inspection Report/Repeat of Non-Continuing/Continuing violation following first notice of

violation: Date: _____

Violation Corrected: ____YES ____NO (Check one)

Violation Repeated: ____YES Date: _____

Inspector: _____ Signature: _____

INSPECTOR COMMENTS (IF ANY) REGARDING VIOLATION: _____

The undersigned signs this as his/her written complaint with the Coral Trace Homeowners Association and understands that this written complaint may be used by the Association as the basis for enforcement action against the alleged violator named above and that his/her personal knowledge and testimony of the specifics of the violation set forth above may be required by the Association in connection with such enforcement action and that the undersigned agrees to cooperate with the Association in such regard.

Date: _____

Print Name of Inspector/Homeowner _____

Signature of Inspector/Homeowner _____

If violation has not been corrected or is a repeat of a non-recurring violation, then:

Second and final notice of violation sent on: _____ (date)

Place matter on Fine Review Committee meeting for: _____ (*at least 14 days from date of second notice of violation*)

Additional Inspections/Comments prior to Fine Review Committee meeting (if any):

