

HOA VIOLATION COVER PAGE

HOA Name: CORAL TRACE

Management Company (if applicable): GRANT

Member Information

- **Owner / Member Name:** _____
 - **Unit Address:** _____
 - **Phone Number:** _____
 - **Email Address:** _____
-

Violation Details

- **Violation Type / Description**

 - **Governing Document Reference (Rule / Section):**

 - **Date Violation First Observed:** _____
 - **Compliance Deadline:** _____
-

Violation Checklist

DATE

Written Courtesy
Notice _____

Written 1st Formal Notice

Written Final Notice

Photo Evidence
Collected _____

Governing Rule Verified _____

Follow-Up Inspection completed

Violation
Corrected _____

Fine Assessed by Board (if applicable) _____

Case Closed _____

Communication Log

Date Method (Email / Letter / Phone / In Person) Summary

Resolution Status

- Open
- In Progress
- Corrected
- Closed

- **Date Resolved (if applicable):** _____
- **Notes:**

HOA Representative Name: _____

Title: _____

Signature: _____ **Date:** _____