

# *Chateau Foret Condominium Owners Association*

## **Violation/Incident Procedures and Form**

### **1. Violation/Incident**

Any member ("Member") of Chateau Foret Condominium Owners Association ("Association") or the property manager ("Property Manager") engaged by the Association, may report an incident or register a written complaint of a violation of the Declaration of Covenants, Conditions and Restrictions and Reservation of Easement for Chateau Foret Condominium, a Condominium Association, as amended from time to time (the "CC&Rs"), or of any rules, guidelines, and/or regulations as may be adopted from time to time by the Board of Directors ("Board") of the Association governing the use of the Common Areas and the conduct of the Members and their guests thereon.

A violation/incident report must (1) be in writing, (2) describe the perceived violation in detail, including the conduct or circumstances constituting the alleged violation and identifying the covenant, condition, restriction, or rule allegedly violated, (3) list the name and address of the offending Member, or his/her Resident ("guest/tenant") (or, if the identity of the offending Member or his/her Resident is unknown, as much information as the complaining party has from which the identity of the offending Member or his/her Resident might be determined), and (4) signed by the complaining party.<sup>1</sup> A Violation/Incident Report Form is attached hereto.

Violation/Incident Reports will be treated with as much confidentiality as practical under the circumstances and consistent with the ability of the Property Manager to investigate and, if applicable, remedy the matter, and consistent with the rights of the accused person(s). Confidentiality and anonymity cannot be guaranteed.

A violation/incident should be reported in one of the following ways:

- (1) Property Manager ([mmdmatheson@gmail.com](mailto:mmdmatheson@gmail.com)) with violation incident/report form attached, or
- (2) the President of the Association with violation incident/report form, or
- (3) Fill out the violation/incident report form online at [Chateauforet.com](http://Chateauforet.com)

The President will forward the Violation/Incident Report Form to the Property Manager for handling. The Property Manager may fill out a Violation/Incident Report Form at its discretion if the Property Manager becomes aware of a potential violation on its own.

---

<sup>1</sup> These violation/incident procedures apply only to violations/incidents that do not constitute a crime under local, Utah, or federal law and that do not immediately threaten the health or safety of Chateau Foret Condominium residents. Violations/incidents that constitute a crime, or that immediately threaten the health and safety of Chateau Foret Condominium residents, should be reported promptly to the police or other applicable enforcement authorities who have jurisdiction.

Nothing in this procedure prevents the Property Manager from, at its own discretion, taking action on a violation it becomes aware of on its own.

## **2. Investigation**

Each violation/incident report will be investigated by the Property Manager. The Property Manager will document the investigation and action taken on the Violation/Incident Report Form or other writing received containing the required information and signature of the complaining party.

After investigating the matter, the Property Manager will either

- (1) decide a potential violation exists, or
- (2) conclude that the matter does not warrant further investigation and that the matter should be dropped.

The Property Manager will then indicate on the original Violation/Incident Report Form (or other writing received containing the required information and signature) whether the matter merits further action or whether the matter should be dismissed. The Property Manager will report its determination(s) and/or recommendation(s) to the Board. Following such report, unless the Board directs the Property Manager to the contrary, the Property Manager will follow the remedial steps listed below:

## **3. Remedial Measures**

If further action is warranted as directed by the Chateau Foret Condominium Board, the Property Manager will: FOLLOW ALL PROCEDURES/STEPS, INCLUDING, AT A MINIMUM, ALL PROCEDURE/STEPS LISTED IN THE CC&Rs AND THE BYLAWS, AS WELL AS ANY ADDITIONAL PROCEDURES/STEPS AUTHORIZED BY THE BOARD. THE PROCEDURES/STEPS MAY VARY BASED ON THE NATURE AND/OR SEVERITY OF THE ALLEGED VIOLATION TO THE EXTENT AUTHORIZED BY THE CC&Rs AND THE BYLAWS.

**If you observe any incident in Chateau Foret Condominium that constitutes a crime, call the Holladay Police...801-272-0426.**

*Chateau Foret Condominium Board of Directors & Officers*

*CHATEAU FORET CONDOMINIUM PROPERTY OWNERS  
ASSOCIATION*

**Violation/Incident Report Form**

1. Violation/Incident Address/Area: \_\_\_\_\_  
\_\_\_\_\_
  
2. Detailed Description of the Alleged Violation(s)/Incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Name, Address, and Telephone Number of the Person Who Observed the Alleged Violation(s)/Incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Name(s) and Telephone Number(s) of Other Witness(es) or Person(s) With Relevant Knowledge: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Date(s) the Violation(s)/Incident(s) Was Observed: \_\_\_\_\_

I have personal knowledge of the facts contained in this Violation/Incident Report Form. I am competent to declare the facts in this Violation/Incident Report Form. If requested, I agree to appear and testify in an adjudicatory proceeding to the facts contained in this Violation/Incident Report Form. I further agree to appear and testify without being served with a subpoena.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number (and other contact information)

*CHATEAU FORET CONDOMINIUM PROPERTY OWNERS  
ASSOCIATION*

**Resolution Information Form**

Regarding Report of: \_\_\_\_\_

\_\_\_\_\_

Investigation was made by: \_\_\_\_\_

On date of: \_\_\_\_\_

After investigating the matter, the Property Manager

concluded that the matter does not warrant further investigation and that the matter should be dropped.

**or**

decided a potential violation exists

The following determinations/recommendations will be reported to the Board.

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

**Board Directives:**

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

**Resolution:**

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