

SAWHOA Covenant Enforcement Worksheet

Revision 1.0 January 31, 2017

Complaint

Member filing Complaint: _____ **Date:** _____

Telephone Number: _____

email: _____

Physical Address: _____

①

Member with alleged violation: _____

Telephone Number: _____

email: _____

Physical Address: _____

Copy of complaint attached

Investigation

Contact with member filing complaint: **Date:** _____

Notes: _____

②

Contact with member with alleged violation: **Date:** _____

Notes: _____

Successful informal resolution **Failed informal resolution**

Notice and Remediation Period

Notice sent: **Date:** _____

Copy of notice attached

Remediation period ends: **Date:** _____

Verbal communication of notice and remediation period **Date:** _____

Verbal communication unsuccessful:

③

Results of Remediation Period

Results of remediation period **Date:** _____

Successful remediation **Failed remediation**

④

Consideration of legal action to agenda of next board meeting: **Board meeting date:** _____

Resolution

Results of board meeting:

⑤

Copy of board meeting minutes attached