

POLICY OF THE PINEAPPLE PLANTATION PROPERTY OWNERS ASSOCIATION
COMPLAINT REPORTING

1. Reporting Violations. Complaints regarding alleged violations may be reported by an Owner or resident within the community, a group of Owners or residents, the Association's management company, if any, Board member(s) or committee member(s). Resident is anyone else living in the home (tenant, family member, guest) other than the Owner.
2. Complaints. Complaints made by Owners or residents, member of the Board of Directors, a committee member, or the property manager (all referred to as the "Complainant") shall be submitted in writing to the Board of Directors. The Complainant shall have observed the alleged violation. The written complaint of the alleged violation shall include:
 - a. the identity, contact information, and signature of the complainant,
 - b. the identity of the alleged violator ("Violator"), if known, and
 - c. a statement describing the alleged violation, referencing the specific provisions which are alleged to have been violated, when and where the violation was observed, **digital photo(s)** and any other pertinent information to support the complaint.
 - d. See Exhibit C for a Violation Complaint Form.

Complaints not in writing or failing to include any information required by this provision may not be investigated or prosecuted at the discretion of the Association.

3. Investigation. Upon receipt of a complaint by the Association, if additional information is needed, the complaint may be returned to the Complainant or may be investigated further by a Board designated individual or committee or property manager. The Board shall have sole discretion in appointing an individual or committee to investigate the matter.

EXHIBIT C
PINEAPPLE PLANTATION PROPERTY OWNERS ASSOCIATION, INC.
Violation Complaint Form

If you have witnessed a violation of the POA's Rules and Regulations or CC&R's and want to report it, please use this form. We need your information so that we can complete our investigation. Provide as much information as you can and include pictures. Incomplete forms may not be investigated.

Date of Violation: _____ **Time of Violation:** _____ (am pm)

Type of Rule & Regulation Violation Observed: (please specify what Rule or Regulation or CC&R that was allegedly violated.)

Address or location of violation: _____

Details of the Violation: (provide as much detail as you can, description of people, car, golf cart or pet, etc.)

Proof of Violation: Provide photos or any other proof of the violation you are reporting.

Your Name: _____ **Date:** _____

Your Address: _____

Phone #: _____ **Email Address:** _____