

Snow Hill Homeowner's Association--Environmental Protection Board
Complaint Form

Complainant Information (Association Member Filing Complaint)

Name: _____
 Address: _____
 Home Phone: _____

Lot #: _____
 Phase #: _____
 Work Phone: _____

Defendant Information (Alleged Violator)

Name: _____
 Address: _____
 Home Phone: _____

Lot #: _____
 Phase #: _____
 Work Phone: _____

Description of Alleged Violation

Provide details regarding the nature of the alleged violation and provide a description of the factual basis of the complaint: Who, What, Where, When.

Regulation

State the specific covenant and restriction being violated.

Please review the Declaration of Protective Covenants and Restrictions and the Snow Hill EPB Guidelines. (Phase I - Deed Book 506, Pages 798 thru 815; Phase II - Deed Book 595, Pages 1414 thru 1435; Phase III - Deed Book 693, Pages 1469 thru 1496; Phase IV - Deed Book 734, Pages 1042 thru 1069). Documents are available on the Snow Hill website.

Witness Information (Association Member supporting this complaint)

Name: _____
 Address: _____
 Home Phone: _____

Lot #: _____
 Phase #: _____
 Work Phone: _____

Submission Records

Complainant Signature: _____ Date: _____
 SFMC Receipt Signature: _____ Date: _____

Submit 2 copies of form and exhibits to Snow Hill Homeowners Association's Community Manager c/o SFMC, Inc., 9464 Innovation Dr., Manassas, Virginia 20110. Completed complaint forms can be also be emailed to ARCApplcations@SFMCinc.com.

EPB Decision

Valid: _____ Invalid: _____ Signature: _____ Date: _____

Comments: _____

SFMC and the EPB will process validated complaints within 30 days of the above SFMC's receipt signature date. SFMC will send an official violation complaint letter to the defendant for subsequent corrective action and/or explanation. Once an official violation letter has been issued, all defendant correspondence regarding the resolution and/or an appeal shall be conducted with SFMC directly.