



199 E. Surfside Drive, Port Hueneme, CA 93041

Phone 805-488-3304 Fax 805-986-4603

Email: Surfside1hoa@gmail.com

**VIOLATIONS & COMPLAINTS**

Date: \_\_\_\_\_

Name & Address of Unit Owner for violation:

Unit No. For Violation \_\_\_\_\_

Reports by homeowners/tenants must have unit # of the party committing the violation.

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

Tenant: \_\_\_\_\_

Violation Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Additional Witnesses if any \_\_\_\_\_

Violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rules & Regs. Item No. \_\_\_\_\_

**Vehicle Violations:**

Vehicle Description: \_\_\_\_\_ License # \_\_\_\_\_

(make and model)

(Vehicle violations must have plate #)

**REPORTED BY:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

SIGNATURE (required) \_\_\_\_\_

Dated \_\_\_\_\_

**HOMEOWNERS & TENANTS:**

Please fill out as completely as possible and return to the office or the drop box outside of the clubhouse.

Forms may also be mailed, emailed or faxed to the address above.

\*You must include your name, address & phone number.

\*You must furnish at least the unit number for the party committing the violation.

\*Vehicle violations must have a license plate number

Please note: All reported information is kept confidential

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Violation # \_\_\_\_\_

Previous Violation Date(s): \_\_\_\_\_

Date Letter Sent \_\_\_\_\_ Board Meeting Date \_\_\_\_\_ Board Decision \_\_\_\_\_

Board Decision Letter Sent \_\_\_\_\_