

SUN RANCH

Covenant Violation Complaint Form

Based on the Restatement of Declaration of Covenants, Conditions, and Restrictions ("CC&Rs"), Sections II, IV, V, VI, VII, and XI, and the Association Bylaws

Use this form to report a suspected violation of the Sun Ranch CC&Rs or Board-adopted policies. Complete as much detail as possible — specific sections, dates, and evidence help the Board investigate and respond efficiently. Submit the completed form by email to sunranchmemberstonasket@gmail.com, by US Mail to PO Box 407, Tonasket, WA 98855, or by hand to a Board member.

1. Complainant Information

Name: _____ Lot #: _____

Mailing Address: _____

Phone: _____ Email: _____

Date of This Report: _____

Anonymous complaints will not be accepted — the Board cannot investigate or follow up without a named complainant. Your name and contact information will be kept confidential from the lot owner named in this complaint and will not be released to them, except where disclosure becomes necessary as part of a legal or formal enforcement proceeding (e.g., an appeal hearing, mediation, or court action) where the Board or its counsel determines disclosure is required.

2. Lot / Location Subject of the Complaint

Lot #: _____ Owner Name (if known): _____

Address / Location Description: _____

Date(s) and Approximate Time(s) Observed: _____

3. Nature of the Violation

Check all that apply. See CC&Rs citations for reference — the Board will confirm the applicable section(s) during review.

- ☐ Construction, addition, or material change made without prior Board approval (CC&Rs §V(a))
- ☐ Building size, setback, or lot dimension issue (CC&Rs §II(a), (b), (e))
- ☐ Unapproved temporary residence (mobile home, camper, trailer, or other temporary shelter) (CC&Rs §II(c))
- ☐ Unapproved sign or advertising device (CC&Rs §IV(f))
- ☐ Property/improvements not kept clean, safe, attractive, or in good repair (CC&Rs §IV(c))
- ☐ Noxious, unsightly, or offensive activity; nuisance, disturbance, or annoyance (CC&Rs §IV(d))
- ☐ Hazardous activity or unsafe improvement (CC&Rs §IV(e))
- ☐ Business or commercial use of the lot (CC&Rs §IV(a))
- ☐ Occupancy exceeding the dwelling's designed capacity (CC&Rs §IV(b))
- ☐ Shipping container not screened/approved (Shipping Container Storage & Screening Policy)
- ☐ Animals/livestock at large or unauthorized use (CC&Rs §II; Bylaws Art. II §2(k))
- ☐ Road, drainage, or easement issue — described in Section 5 below (CC&Rs §II(d))
- ☐ Other (describe below)

4. Description of the Violation

Describe what you observed and how it relates to the section(s) checked above. Include specifics: what was built, placed, changed, or done; how it differs from what the CC&Rs require or permit; and whether the condition is ongoing, one-time, or worsening.

5. Road, Drainage, or Easement Issues (if applicable)

For anything affecting a private road, ditch, culvert, drainage pattern, or a reserved pedestrian/equestrian way (CC&Rs §II(d)) — e.g., blocked or narrowed access, unauthorized grading, drainage redirected onto a road or neighboring lot, an obstruction, or a maintenance/pothole concern.

Road / Easement Name: _____

Nearest Lot / Landmark: _____

- ☐ Blocked, narrowed, or obstructed access
- ☐ Drainage, grading, or erosion issue
- ☐ Unauthorized culvert, gate, or structure on/near the road or easement
- ☐ Pothole, surface, or general maintenance concern
- ☐ Other

Details:

6. Supporting Evidence

- ☐ Photos attached
- ☐ Video attached
- ☐ Written witness statement attached
- ☐ Prior correspondence with the lot owner attached
- ☐ Other documents attached (describe below)

Description of Other Evidence: _____

7. Witnesses (Optional)

Name / Contact Information: _____

Name / Contact Information: _____

8. Prior Contact and Requested Resolution

- ☐ I have already raised this directly with the lot owner
☐ I have not contacted the lot owner

What outcome are you requesting from the Board?

9. Complainant Certification

I certify that the information provided above is true and accurate to the best of my knowledge. I understand the Board will review this complaint under the applicable CC&Rs, Bylaws, and Board-adopted policies, and that the Board has discretion over how and whether to investigate and enforce.

Signature: _____ Date: _____

10. FOR BOARD / COMMITTEE USE ONLY

Date Received: _____ Received By: _____

Referred to Committee (Community Standards / Roads & Easements / Other): _____

CC&Rs Section(s) Confirmed to Apply: _____

Investigation Notes:

- ☐ Violation confirmed
☐ Violation not confirmed / insufficient evidence
☐ Referred for Notice of Violation and cure period
☐ Referred to Fee and Fine Schedule enforcement (Section/item: _____)
☐ No action — resolved informally

Date of Board Response to Complainant: _____ Follow-Up Date: _____

Status: Open / Cure Period / Resolved / Escalated: _____ Closed Date: _____

This form summarizes the CC&Rs and current Board policies for members' convenience and is not a substitute for reading the full Declaration and Bylaws. If anything here appears to conflict with the recorded CC&Rs, the recorded document controls. A lot owner named in a confirmed violation may appeal under the Board Decision Appeals Policy and Procedure (Resolution No. 2026-10).