



NEIGHBOR COMPLAINT FORM – CONSTRUCTION ACTIVITY

Determination of Non-compliance: The DRB, in response to a complaint filed by any member of the Cordillera Property Owners Association (CPOA), is authorized to determine whether Owner’s Construction Activity is in violation of, or not in compliance with, the CC&R’s, the project’s Construction Management Plan, or the Construction and Landscape Compliance Agreement.

Prior to filing a complaint, please consider that a final compliance review site visit takes place after the completion of construction, at which time all deviations from DRB approved final plans are reported, and non-compliance terms or fines are issued.

Complaint Regarding:

Property Address _____ Date _____

Property Owner (if known) _____

Nature of Complaint (specific and detailed information; attach photos if possible; attach separate sheet if necessary):

CPOA will not automatically provide your name and contact information to the property owner who is the object of this complaint. However, if asked, we will provide the property owner with a copy of this form. Procedures are on the back of this form.

Your Name _____
(Must be a member of the CPOA.)

Address: _____

E-mail Address: _____ Phone: _____

Signature: _____ Date: _____

PROCEDURES FOR NEIGHBOR COMPLAINTS RELATED TO CONSTRUCTION ACTIVITY:

- Complaints must be submitted in writing using the form provided and emailed to the Cordillera Community Development Administrator at drb@cordillerapoa.com and include the property address the complaint is about and information detailing the nature of the complaint. If a complainant elects to submit photos with their submission, the Cordillera Property Owners Association (CPOA) does not encourage entering an active construction site to do so.
- The Cordillera Community Development Administrator (CDA), on behalf of the Cordillera Design Review Committee (DRB) and the CPOA Board of Managers, will acknowledge receipt of a signed neighbor complaint form within three (3) business days of receipt.
- The CDA will advise the Property Owner, General Contractor, and complainant, as applicable, that a complaint has been received, that it will conduct a visual observation of the Property to view the conditions alleged in the complaint and determine its/their validity, verify the accuracy of the complaint, and notify the Property Owner and complainant of the results of its observation. The DRB and/or its representatives shall respond within twenty (20) days after its receipt of a complaint. If an investigation warrants a site observation by the Architectural Plan Reviewer, the DRB reserves the right to request additional time to investigate based on the nature of the complaint, availability of inspector, and/or weather conditions.
- If the DRB determines that a violation of, or non-compliance with, the CC&R's and/or the project's Construction Management Plan and/or the Construction and Landscape Compliance Agreement has occurred in connection with Owner's Construction Activity, the DRB and/or its representatives will notify the Owner thereof in accordance with the Association's Second Amended and Restated Resolution Regarding Covenant and Rule Enforcement Policy, and the procedures set forth therein will govern any such violation or noncompliance.
- If, in the opinion of the DRB, the complaint is not valid, the DRB and/or its representatives shall notify, in writing, the complainant and the Property Owner that the case will be closed.