



KAWELA PLANTATION HOMEOWNERS' ASSOCIATION

Post Office Box 28 Kaunakakai, Hawaii 96748

Phone: (808) 553-4223 Fax: (808) 553-3996 E-Mail: kawelapha@gmail.com

COMPLAINT FORM

Name of person making complaint: _____

Address: _____ Lot Number: _____

Contact Number: _____ Email Address: _____

Complaint is to include:

- Description of Violation
- Date & Time of Violation
- DC&R, By-Law or Design Rule
- Photos, if applicable
- Copy of Police Report
- Any other supporting documentation
- Complete the form out to its entirety

Please provide the following:

Nature of Complaint: _____

Provide the DC&R, By-Law, or Design violation rule(s) section(s): _____

Result of investigation: _____

Action Taken: _____

Date complainant was contacted with the results of the investigation and action taken: _____

Signature of person investigating complaint: _____

Complaint received by: _____ Date Received: _____

Please return by mail, email, or fax to:

Kawela Plantation Homeowners' Association office at: P.O. Box 28, Kaunakakai, HI. 96748

Email: zplace@kawelapha.com

Fax: 553-3996

Revised: 05/9/2018

Kawela Plantation Common Area Access for Hunting and Hiking
Proposed Board Procedure for Violations by KPHA Homeowners
May 15, 2018

- 1) Complaint to be filed with the office. Complaint needs description of violation, any accompanying photos, and date/time of violation.
- 2) Complaint will be reviewed by the board.
- 3) At next scheduled board meeting, board will discuss violation on whether violation is valid enough for discussions of fine and/or revoking of privileges and can proceed to step 4. (Documented by a motion, majority vote to proceed).
- 4) President/Vice President contacts the violator with phone call and letter with the following:
 - Violation with specifics (date/time, activity, etc),
 - The board has reviewed the complaint and decided that this violation has been deemed a legitimate violation of our rules,
 - The board requests a written response on the violation in question within five business days,
 - A decision will be made by the board on the penalty to be assigned once the violator has an opportunity to respond and the board has reviewed the response.
 - A copy of the current rules (The KPHA Common Area Access Rules for Hunting and Hiking - Exhibit "A") with the following items identified:
 - Specific items violated (Items 1-11)
 - Current penalty descriptions (Items 12-13)
- 5) Upon receipt of violator's response, the board will review then vote on the following:
 - Penalty or No-Penalty (with possible warning/reprimand notice).
 - If Penalty is voted on, a decision is made on fine and/or revoking of privileges.
 - Fine amount
 - Duration of revoking of privileges.
- 6) The President/Vice President contacts the violator with letter detailing the results.
- 7) For monetary fines, the Office will follow established fine-levy policy.
- 8) The Office will follow established for delinquency of payment.