

The Board will review and consider this request at our next Board meeting.

Name:	Physical Address:
Date:	Date of Violation:
Violation Issued was?	Violation \$:

## • For Rules Violations:

Is this your first violation of the Rules & Regulations?

Explain in detail the reason you are asking for consideration, or why you feel the violation was issued in error.\_\_\_\_\_

## • For Late Fee or Other Administrative Charges:

Have you carefully reviewed your most recent statement?

What specific information on your statement is incorrect?

Any additional information or special circumstance you would like the Board to consider:

\*Include any pictures or documents that could affect this decision. All requests will be reviewed at the following Board meeting per the meeting schedule posted. Allow <u>ten (10) days</u> lead time after the said meeting for staff to reach back out. All fees will cease until the review is complete.

**OFFICE ONLY:** 

Board final decision to waive: Y / N

Additional Notes: