

**WEST POINT LOMA OWNERS ASSOCIATION, INC.**

PROPERTY ADDRESS:  
4532-4578 WEST POINT LOMA BLVD.  
SAN DIEGO, CALIFORNIA 92107

BOARD @ WPLHOA.ORG

CORRESPONDENCE TO:  
4542 WEST POINT LOMA BLVD.  
SAN DIEGO, CALIFORNIA 92107-1243

**REPORT / COMPLAINT  
CC&R OR RULE VIOLATION**

**THE PERSON(S) MAKING THE COMPLAINT:**

Complainant's name and unit number. Mailing address if not onsite resident. Phone and email.\*

Additional complainant's name and unit number. Mailing address if not onsite resident. Phone and email.\*

**THE VIOLATOR(S):**

Violator's name and unit number. Mailing address if not onsite resident. Phone and email.

Additional violator's name and unit number. Mailing address if not onsite resident. Phone and email.

**OTHER UNITS / RESIDENTS INVOLVED OR AFFECTED:**

List all other units and or residents involved or affected by the violation.

\* Phone and email information listed on this form is not confidential. If the HOA already has it because it was on a recent "Owner Information Form" or "Tenant Information Form," you may omit it from this form.

**CC&R AND/OR RULE VIOLATED:**

Identify the specific CC&R and/or Rule violated.

**INFORMATION CONCERNING VIOLATION:**

Date(s), time(s), and location(s) of violation(s). Be specific.  
Describe the violation. Attach additional pages if needed.

**ATTEMPTS AT INFORMAL RESOLUTION:**

What attempts have you made to resolve the violation informally prior to submitting this complaint? Be specific.  
Attach copies of any correspondence.

**REQUESTED ACTION:**

What action do you want the HOA to take? Be specific.

**EMERGENCY / URGENT / TIME SENSITIVE:**

The next regular board meeting may not be for several weeks. Is this an emergency / urgent / time sensitive? Does the violation present a clear and substantial threat of structural damage to the buildings or bodily injury? If so, explain in detail. Depending on the circumstances, it may be better to also reach out to the board via email or in person.

**WITNESSES TO VIOLATION:**

List all witnesses to the violation(s). Do not omit a witness just because that person does not support your position.

List each person who has completed a witness statement. You must have at least one.

**PHOTOGRAPHS:**

Were photographs taken? If so, by whom?

Photos should be attached to this complaint or to a witness statement. Include photographer's name, date photographs taken, and names of any individuals present. Contact the HOA to arrange for submission of digital photographs via email or text.

**BOARD INSPECTION:**

Was the alleged violation seen by a member of the HOA board when it happened? If an ongoing violation, can the board see it now from the generally accessible common area (e.g., driveway, sidewalks)? Explain.

**NOTICE TO VIOLATOR(S):**

Enforcement of the CC&Rs and/or Rules requires that the affected person(s) be given notice of the alleged violation and the opportunity to be heard. Have you sent a copy of this complaint to the violator(s)? If so, when and how?

**CONFIDENTIALITY:**

“Confidential information” means information not disclosed to the alleged violator(s) or to a unit owner or resident directly affected by the alleged violation. The HOA is extremely reluctant to take formal enforcement action in reliance on confidential information in a complaint form or a witness statement.

You should assume that anything submitted in connection with the complaint may be disclosed. By including information, including contact information, you agree that the HOA may in its absolute discretion disclose some or all of that information without further notice to you.

You may request an exception prior to submitting information. The request must be in writing, describe in general terms the information to be kept confidential, and state the specific reason why confidentiality is needed. For example, a reasonable belief – not speculation – that physical violence will result. You should assume that the request has been denied unless the HOA expressly agrees – in advance, in writing, and after an opportunity to consult with its attorney – to keep specific information confidential. An agreement to keep information confidential may no longer apply if litigation ensues.

**SIGNATURE(S) (REQUIRED):**

Date and signature of complainant.

Date and signature of additional complainant.

**CC&R / RULE VIOLATION - COMPLAINING WITNESS STATEMENT**

Complaining witness name and unit number. Mailing address if not an onsite resident. Phone and email.\*

COMPLAINING WITNESS OBSERVATIONS  
(continue on reverse or attach additional sheets)

I have made the above statements based on my personal knowledge. (E.g., you actually saw it or heard it.)

If any statement is based on what was told to me rather than my personal knowledge, I have clearly identified it as such.

I will cooperate with the association and its attorneys to provide additional statements or affidavits, and in the event a hearing or trial is necessary, I will appear to testify as a witness.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Complaining witness signature

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**CC&R / RULE VIOLATION - WITNESS STATEMENT**

Witness name and unit number. Mailing address if not onsite resident. Phone and email.\*

WITNESS OBSERVATIONS  
(continue on reverse or attach additional sheets)

I have made the above statements based on my personal knowledge. (E.g., you actually saw it or heard it.)

If any statement is based on what was told to me rather than my personal knowledge, I have clearly identified it as such.

I will cooperate with the association and its attorneys to provide additional statements or affidavits, and in the event a hearing or trial is necessary, I will appear to testify as a witness.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

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