

SUNSET RIDGE MASTER VIOLATION REPORTING PROCEDURES

If you believe that a member of Sunset Ridge Master Association, Inc. ("Association") has violated a provision of the Association's Declaration, Articles of Incorporation, Bylaws, Rules and Regulations, or Design Guidelines (collectively the "Governing Documents") and wish to report such violation to the Board of Directors, please complete the attached Violation Report Form and return it to via email or mail to:

**Attn: Heather Lutz
PO BOX 12051
Wilmington, NC 28405
Email: Heather.Lutz@PremierManagementNC.com**

Once the Violation Report Form has been received, the Board of Directors of the Association (the "Board"), or its designee, will review the information provided and investigate, if necessary. If the Board determines that a possible violation has occurred and that responsive action is necessary, the Association will take action consistent with the North Carolina Planned Community Act and the Association's Governing Documents.

Violation Report Forms must be properly completed with all pertinent information, signed, and mailed, emailed, or hand-delivered to the address above. The Association will send you an acknowledgement of receipt via email. Please understand that submission of the Violation Report Form does not guarantee a response from the Association to you regarding the alleged violation, nor does it guarantee that the Association will take any action.

Sunset Ridge Master Violation Report Form

Name of Complainant: _____

Address of Complainant: _____

Telephone number of Complainant: _____

E-mail address of Complainant: _____

Name of alleged violator: _____

Address of alleged violator: _____

Date of alleged violation: _____

Location/Time of alleged violation:

Written description of alleged violation:

*Attach pictures of the violation if applicable or available to this Violation Report Form.

Have you contacted the alleged violator discuss the violation? Yes ___ No ___

If you have contacted the alleged violator to discuss the violation, what was the nature and content of the discussion?

By signing below, I certify that the information above is complete and accurate to the best of my knowledge. I further acknowledge that I am not entitled to receive updates or additional information regarding the status or outcome of the reported violation. I further certify that in the event this report results in a Notice of Violation, I consent to having my name shared with the alleged violator through the notice of violation and hearing process only if necessary.

Signature of Complainant: _____

Date: _____