



HARRIS ROAD CO-OP

PARKING VIOLATION INFORMAL WARNING

This form is for a member of the Parking And Security Committee of the Harris Road Housing Co-Operative to notify the Board of Directors of a violation of one of the parking policies. This completed form, along with any supporting evidence (photos, videos, etc.) related to the violation is to be provided to the primary member or resident of the unit, as well as to the Board of Directors, for unit records.

The committee is not permitted to investigate or instill punitive measures on a member or resident, but is permitted to issue this informal warning on behalf of the Board of Directors. If this parking violation is determined to be part of an ongoing concern regarding policy violations, the BoD will follow up with this informal warning, and proceed with it as a formal policy violation, as per the Co-Op's Complaints and Punitive Measures policy.

I, _____, on behalf of the HRHC Parking and Security Committee am reporting a violation of one of the Co-Op's parking policies. I submit that a member, resident, visitor, or guest of Unit #: _____ has violated policy number _____ of the Co-Op's vehicle and parking policies, as outlined below.

Details: including date, time, location, what was witnessed, the name of the person who violated the policy (if known), who was present, what proof is being provided, and any other relevant details:

I understand that the information in this form is being collected for the purpose of an issuing an informal warning and possible investigation by the Co-op's Board of Directors. I understand that the substantive content of this complaint will be provided to the Board of Directors, and that I am responsible for ensuring the primary member of the unit noted above is to be provided a copy by the committee as well. I confirm that the information submitted is accurate to the best of my knowledge.

ISSUING COMMITTEE MEMBER:

Name: _____ Date: _____ Signature: _____

To ensure the security and parking committee is accountable for their distribution of this warning, a second committee member is required to sign as well, as a witness to this submission.

ISSUING COMMITTEE MEMBER:

Name: _____ Date: _____ Signature: _____

This document, along with any supporting evidence, must be submitted to the BoD at Secretary-HRHC@Outlook.com

If the primary member or resident of this unit would like to discuss this warning with the Board of Directors, please contact the Board of Directors at secretary-HRHC@Outlook.com to set up a time to meet, and discuss this matter.