



KAWELA PLANTATION HOMEOWNERS' ASSOCIATION

Post Office Box 28, Kaunakakai, Hawaii 96748

Phone: (808) 553-4223 Fax: (808) 553-3996 Email: KPHA.admin@kawelapha.com

Website: kawelapha.com

COMPLAINT FORM

Name of person making complaint _____

Address: _____

Contact Number: _____ Email: _____

See page two for Complaint Form Procedure.

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
- Form must be filled out completely

Please provide the following:

Description, Date and Time of Violation: _____

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

Photo's included (if applicable): _____ Supporting documentation included (if applicable): _____

Police Report (if applicable) included: _____

Office Use Only:

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: PO Box 28, Kaunakakai, HI 96748

Email: KPHA.admin@kawelapha.com

Fax: (808) 553-3996



KAWELA PLANTATION HOMEOWNERS' ASSOCIATION

Post Office Box 28, Kaunakakai, Hawaii 96748

Phone: (808) 553-4223 Fax: (808) 553-3996 Email: KPHA.admin@kawelapha.com

Website: kawelapha.com

Complaint Form Procedure

1. Complaint to be filed with office. Complaint needs description of violation, any accompanying photos or documentation and date/time of violation.
2. Complaint will be reviewed by the Board of Directors.
3. At next scheduled Board of Directors meeting, board will discuss violation and actions to be taken, which may include fines or privilege revocation or other actions (as documented by a Motion, majority vote to proceed).
4. President/Vice President contacts the violator with a phone call, followed by a letter notifying them of the following:
 - a. The violation and specifics (date/time, activity, etc.)
 - b. The Board has reviewed the complaint and decided that this violation has been deemed a legitimate violation of KPHA rules.
 - c. The Board requests a written response regarding the violation in question within five (5) business days.
 - d. 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.
 - e. A copy of the current rules (DC&R, By-Laws, Design Committee Rules) with the following items identified:
 - Specific items violated
 - Current penalty descriptions
5. Upon receipt of violator's response, the board will review and then vote on the following:
Penalty or No Penalty (with possible reprimand notice).
If a penalty is voted on, a decision will be made on the fine and/or revoking of privileges
 - Amount of fine
 - Duration of revoked privileges
6. The President/Vice President will contact the violator with a letter detailing the results.
7. For monetary fines, the office will follow established fine-levy policy.
8. The office will follow established policy for delinquency of payment.

Complaint Form Procedure for KPHA Common Grounds Hunting, Hiking and Park Violations

1. Complaint to be filed with office. Complaint needs description of violation, any accompanying photos or documentation and date/time of violation.
2. Complaint will be reviewed by the Board of Directors.
3. At next scheduled Board of Directors meeting, board will discuss violation and actions to be taken, which may include fines or privilege revocation (as documented by a Motion, majority vote to proceed).
4. President/Vice President contacts the violator with a phone call, followed by a letter notifying them of the following:
 - a. The violation and specifics (date/time, activity, etc.)
 - b. The Board has reviewed the complaint and decided that this violation has been deemed a legitimate violation of KPHA rules.
 - c. The Board requests a written response in regard to the violation in question within five (5) business days.
 - d. 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.
 - e. A copy of the current rules (see: The KPHA Common Area Access Rules for Hunting and Hiking) with the following items identified:
 - Specific items violated
 - Current penalty descriptions
5. Upon receipt of violator's response, the board will review and then vote on the following:
Penalty or No Penalty (with possible reprimand notice).
If a penalty is voted on, a decision will be made on the fine and/or revoking of privileges
 - Amount of fine
 - Duration of revoked privileges
6. The President/Vice President will contact the violator with a letter detailing the results.
7. For monetary fines, the office will follow established fine-levy policy.
8. The office will follow established policy for delinquency of payment.