

# GPOA/ACC Non-Compliance Referral Form

Date: \_\_\_\_\_

Person Receiving Complaint: \_\_\_\_\_

Contact Made By:       Phone       Email       Letter       In-Person

Complainant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Complaint Against:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Complaint/Concern:

\_\_\_\_\_  
\_\_\_\_\_

ACC Member(s) Assigned to Review Complaint: \_\_\_\_\_

\_\_\_\_\_

Date Assigned: \_\_\_\_\_

Date of Site Visit: \_\_\_\_\_

Complaint/Concern is Valid:       Yes       No

Reason(s):

\_\_\_\_\_  
\_\_\_\_\_

**Step One: “Friendly Reminder”**

Personal contact to see if the violation can be resolved.

Person assigned to make contact: \_\_\_\_\_

Date of visit or phone call: \_\_\_\_\_

Agreed-upon action to be taken to resolve violation:  
\_\_\_\_\_  
\_\_\_\_\_

Violation to be resolved within **30 days** maximum.

Date that violation is to be resolved by: \_\_\_\_\_

**Step Two: “Friendly Letter”**

A letter is to be sent if violation was not resolved after **30 days** from date of “Friendly Reminder” contact stating that violation to be resolved within **30 days** maximum.

Person assigned to send letter: \_\_\_\_\_

Date letter sent: \_\_\_\_\_

**Step Three: “Certified Letter”**

A Certified Letter is to be sent if violation was not resolved after **30 days** from date of “Friendly Letter” stating that the violator is required to take the necessary steps to resolve the violation within **15 days**.

Person assigned to send letter: \_\_\_\_\_

Date letter sent: \_\_\_\_\_

**Step Four: Second “Certified Letter”**

A Second Certified Letter is to be sent if violation was not resolved after **15 days** from date of the First “Certified Letter” stating that at the Board’s discretion, legal action will commence or publication of the violation will occur in the next edition of the Gazette.

Person assigned to send letter: \_\_\_\_\_

Date letter sent: \_\_\_\_\_