

Notification of Violation of Castaway's Marina Operating Rules and Procedures

Purpose: This form shall be used by the Board of Directors to inform a Shareholder or Tenant in writing of violations to the Operating Rules and Procedures.

Date: _____

From: The Board of Directors

To (Shareholder and/or Tenant): _____

Slip Number _____

Record Number: _____

This is to advise that you have violated the following Operating Rule(s) or Procedure(s):

Remedy/action(s) to be taken by the Shareholder or Tenant:

From: (Shareholder or Tenant): _____

To: The Board of Directors:

Date: _____

I have taken the following action(s) to accomplish the remedy above: (Fill in this section if you do not wish to appeal):

Appeal Process: If you wish to appeal the violation or remedy use the grievance procedure on the back of this form.