**Shelter Cove Property Owners Association**

**P.O. Box 246**

**Whitethorn, CA 95589**

**Your SCPOA representatives will report all code violations to:**

**COMMUNITY DEVELOPMENT SERVICE**

**COUNTY OF HUMBOLDT**

**COMPLAINT OF POSSIBLE CODE VIOLATION**

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| **INSTRUCTIONS:** Please complete the form with as much detail as possible, use additional sheets if necessary. Photos or a plot plan can be very helpful. Return this form to the **SCPOA address noted above.** |

TODAY’S DATE: DATE WHEN PROBLEM FIRST NOTICED:

1. LOCATION OF PROBLEM (attach location map if necessary):

1. NAME, ADDRESS, AND PHONE NUMBER OF PROPERTY OWNER (**if known**) AND/OR

NAME, ADDRESS, AND PHONE NUMBER OF PERSON CAUSING THE PROBLEM (**if known**):

1. DESCRIPTION OF THE PROBLEM (be as complete and specific as possible; use additional sheets if necessary):

**IT IS NOT NECESSARY FOR SCPOA TO KNOW YOUR NAME IN ORDER TO PROCESS AND TAKE ACTION ON YOUR COMPLAINT. WE WILL MAINTAIN THIS INQUIRY AS “ANONYMOUS.” YOU MAY INQUIRE BY EMAIL REGARDING THE STATUS OF THIS MATTER TO:** [**scpoa\_sheltercove@yahoo.com**](mailto:scpoa_sheltercove@yahoo.com)