

Timber Ridge Property Owners Association

Procedure for Documenting a Covenant Violation

Updated February 20, 2026

Requisite

Article XI, Section 1 – Compliance, Paragraph 2:

Only written requests to review a covenant violation will be accepted by the Board of Directors. Only properties with a formal complaint will be addressed. Requests will be reviewed at the next scheduled Board meeting, with a response provided within ten (10) days following that meeting unless a legal opinion is required. All complaints are confidential.

Submitting a Covenant Violation Complaint

Complaints may be submitted by **any** of the following methods:

- Online “**Report a Violation**” form: <https://www.timberidgewi.com/violation>
 - Written submission to the **DRB Chairperson** at a monthly Board meeting
 - Email to DRB Chairperson: **trpoa.barbfelsecker@outlook.com**
 - Mail (signed letter): **TRPOA, PO Box 366, Minocqua, WI 54548-0366**
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Required Information

All complaints must include:

- Your name
- Email address (optional for mailed complaints)
- Covenant violated ([Article and Section number](#))
- Date observed
- Location of violation
- Complete description of the violation
- **Description of the vehicle if your complaint is related to:**
Article IX, Section 14: [Automobile and Recreational Vehicle Storage](#). Automobiles that are for use by the owner of the living unit or lot, or their guest(s) may be parked on a finished driveway, provided the vehicle is a street legal automobile, is not abandoned or under repair and driven at least once per week.
- Photos (optional; encouraged for online/email submissions)

Board clarification: One (1) empty utility trailer may be parked in the same manner as recreational vehicles during the **summer season (May–October)**.

Board Review Process

- Complaints are reviewed at the **next scheduled Board meeting** in closed session.
- Written confirmation will be provided to you **within 10 days** following the meeting, unless a legal opinion is needed.
- If valid, the property owner will be issued a 15-day written notice.
- Active violations will be monitored until resolved.