Condominium Home Owners’ Association of British Columbia

Leadership, Education and Resources for strata owners across BC

Website: www.choa.bc.ca / Toll-free: 1.877.353.2462
Bulletin: 400-040 (Sept 18, 2017)

Bylaw Complaint Analysis Form - the 5 W's

Date the Complaint was received: ____________________________________________

Name of the person filing the complaint: _______________________________________

Name of the person(s) allegedly violating the bylaw: ____________________________

Strata Lot/Unit #: __________________________________________________________

Date of the alleged violation: ________________________________________________

Particulars of the complaint: ________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Strata corporation bylaw that is allegedly being violated: # _______________________

___________________________________________________________________________

What was council response? __________________________________________________

___________________________________________________________________________

When was a written notice of bylaw violation issued advising the owners of their rights for a hearing or written response? ____________________________

Was a hearing conducted? __________________________________________________

Did the strata corporation maintain a record of their decisions? __________________

What was the result of the decision? __________________________________________

Was the alleged violator notified of the decision in writing? ______________________

How were fines, if any, recorded in the accounting? ________________________________

Any personal information that the Strata Corporation collects is protected in accordance with the Personal Information Protection Act. Strata corporations must exercise care in the gathering, protection, and dissemination of the information and related documentation, and comply with the requirements set out by the legislation.

For more information visit the Office of the Information and Privacy Commissioner @ www.oipc.bc.ca

This publication contains general information only and is not intended as legal advice. Use of this publication is at your own risk. CHOA, the author and related entities will not be liable to you or any other person for any loss or damage arising from, connected with or relating to the use of this publication or any information contained herein by you or any other person. The contents of this publication may not be reproduced, blogged, or distributed in any fashion without the explicit prior consent of the writer.