



**Who sent me a violation letter?**

**A:** The Community Manager sends violation letters for all violations observed during an inspection of the community or reported by another owner. The letter you received states the specific violation and the corrections that must be made.

**Do all violations warrant a letter?**

**A:** The Community Manager sends violation letters for all violations observed during inspections and all violations reported by other Owners.

**I received a violation letter, but the violation does not exist?**

**A:** If you received a violation in error, please contact the Community Manager so the situation can be discussed and corrected.

**How do I report a violation?**

**A:** If you see a violation of the Village Covenants, you may report it to the Community Manager at [scapropertymanager@insightbb.com](mailto:scapropertymanager@insightbb.com) or phone **502.425.4672** or U.S Mail to:

**Pat Reeves**  
**Springhurst Property Manager**  
**4200 Springhurst Blvd.**  
**Louisville KY, 40241**

When submitting the violation, please provide as much detailed information as possible such as date, time, address, license plate, make and model of a car or any other information that would relate to the specific violation. It is also helpful and strongly recommended that you include a digital picture of the violation.