**<ASSOCIATION NAME>**

<address>

<telephone number>

<email address>

Recipient’s Name

Recipient’s Address

Date

**Re: HOA Violation**

Dear Mr./Ms. <name>,

It has come to the attention of the <association name> Board of Directors that you have committed the following violation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is in violation of Section \_\_\_ of the Declaration of Covenants, Conditions, and Restrictions (CC&Rs), which states \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As a member of the <association name>, please remember that you are obligated to adhere to the Rules and Regulations of the community as they are outlined in the Governing Documents..

You must hereby remedy the violation according to the directives below:

Action Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline of Compliance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Failure to comply with the required action within the specified time will may result in fines, penalties, and repair costs. Please note that the CC&Rs exist to maintain the community’s safety and aesthetics. We appreciate your cooperation with this matter.

Should you have any questions or concerns, do not hesitate to let us know.

Thank you for your understanding.

Sincerely,

<name>

Board President