

{{client_name}}

{{client_address}} · {{client_city_state_zip}} · {{client_phone}}

ASSOCIATION GOVERNANCE · COVENANT ENFORCEMENT

{{notice_date}}

{{recipient_name}}

{{recipient_address}}

{{recipient_city_state_zip}}

RE: {{association_name}} — violation {{violation_number}} at {{property_address}}

SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED

NOTICE OF VIOLATION AND RIGHT TO A HEARING

Dear {{recipient_name}},

This notice is given under Section {{enforcement_section}} of the governing documents of {{association_name}}. It sets out what was observed, what you can do, and your right to be heard.

What was observed.

Property	{{property_address}}, Unit {{unit_number}}
Provision	{{violated_provision}}, observed {{violation_observed_date}}
Description	{{violation_description}}
Reference	Violation {{violation_number}} — prior: {{prior_notice_summary}}

What you can do.

Correct the condition on or before {{cure_deadline}} and no further action is taken — the matter is closed on your record. If you believe this notice is mistaken, say so in writing to {{manager_email}} and it goes to the Board with it.

Your right to a hearing.

You have the right to a hearing before the Board before any fine is imposed or other action is taken. To request one, notify {{manager_name}} in writing at the address above, or at {{manager_email}}, on or before {{hearing_request_deadline}}. The hearing is held in executive session; you may bring anyone you wish and present documents, photographs or witnesses.

If the condition is not corrected and no hearing is requested.

The Board may impose a fine of {{fine_amount}} per {{fine_period}} beginning {{fine_start_date}}, and may pursue the other remedies available under the governing documents. Any amount imposed becomes part of your account.

This is not a claim of bad faith and it is not a lien. If the deadline will not work for you, call {{manager_name}} at {{client_phone}} — we would far rather resolve this by telephone than by letter.

Sincerely,

{{signer_name}}

{{signer_title}}

{{client_name}}