

HOA Violation Letter Template

1st Attempt

[Date]

[Name]

[Address]

Subject: Final Notice of HOA Violation

Dear [Homeowner Name],

This letter serves as a final notice regarding the violation at [Homeowners Property Address], as previously communicated in our letters dated [Date of 1st Letter] and [Date of 2nd Letter]. The violation remains unaddressed.

Violation: [Describe the violation]

Evidence: [Include photo evidence or detailed description]

This violation breaches [specific covenant or rule, citing the section of the CC&Rs or rules and regulations].

You are required to correct this issue immediately, no later than [Deadline Date].

Failure to comply will result in the HOA taking further enforcement actions, which may include fines, suspension of privileges, or legal action.

If you need to speak with us, please contact us at [HOA Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name/HOA Board/Management Company]

2nd Attempt

[Date]

[Name]

[Address]

Subject: Warning Notice of HOA Violation

Dear [Homeowner Name],

We are writing to follow up on our previous letter dated [Date of 1st Letter], in which we informed you of a violation regarding [Describe the violation]. We have not received confirmation that the issue has been resolved.

Violation: [Describe the violation]

Evidence: [Include photo evidence or detailed description]

This violation breaches [specific covenant or rule, citing the section of the CC&Rs or rules and regulations].

We urge you to address this issue by [Deadline Date., # days from the date of this letter]. Failure to comply may result in fines or other enforcement actions as per our HOA guidelines.

Additionally, you have the right to schedule a hearing with the HOA Board to discuss this matter within [#] days from the date of this notice. To schedule a hearing, please contact us at [HOA Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name/HOA Board/Management Company]

3rd Attempt

[Date]

[Name]

[Address]

Subject: Warning Notice of HOA Violation

Dear [Homeowner Name],

This letter is to notify you of a violation of [Community Name] governing documents at your property located at [Property Address].

On [Date], it was observed that [Description of Violation]. This is a violation of [Section Number/Title] of our [CC&Rs/Rules and Regulations].

To resolve this violation, we ask that you please [Required Action] by [Deadline].

Failure to correct this violation within the specified timeframe may result in [Consequences].

We understand that questions or concerns may arise. Please do not hesitate to contact us at [Contact Information] if you need any assistance or clarification.

Thank you for your prompt attention to this matter. We appreciate your cooperation in maintaining the high standards of our community.

Sincerely,

[Your Name/HOA Board/Management Company]