

[LETTERHEAD]

[DATE]

[OWNER NAME]

[ADDRESS]

Re: Notice of Proposed Sanctions and Opportunity for Hearing
Address: ADDRESS, CITY, STATE ZIP (the "Property")

Dear [NAME]:

You were previously notified by the Board of Directors of the [REDACTED] Homeowners Association, Inc. (the "Association") that the Property is in violation of one or more rule, duty, or obligation of the Declaration of Covenants, Conditions, Restrictions, Reservations and Easements for the properties submitted into the Association, the Association's Articles of Incorporation, the Association's Bylaws, and/or the Association's duly adopted Rules and Regulations (the "Governing Documents").

The above-referenced incident or condition is in violation of the following provisions of the Governing Documents:

- Cite restriction, By-Law, rule, or regulation and cut and paste text

As a result of the violations, the Board of Directors has proposed the following sanctions:

- Fine in the amount of \$\$\$\$\$\$ per day/per instance

You may request a hearing before the Board of Directors concerning the violations and sanctions. Any request for a hearing must be in writing and be received by the Board at the address set forth below no later than ten (10) days from the date of this Notice. Unless you cure the violation, if it can be cured, or present a written request for hearing within ten (10) days of this Notice, the proposed fine, sanction, or enforcement mechanism set forth herein shall become final. Failure to cure any violation or pay the fine may result in the account being turned over to an attorney and you will be responsible for all associated costs, including attorney's fees, all of which also constitute a lien on the Property.

Please send any written request for a hearing as well as any fine to:

[ADDRESS]

Compliance with the Governing Documents makes [REDACTED] a better place to live for everyone and we appreciate your future compliance with same.

Sincerely,

Board of Directors of
[REDACTED] Association, Inc.

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BILLINGS LAW FIRM, PLLC

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