

[LETTERHEAD]

[DATE]

[OWNER NAME]

[ADDRESS]

**Re: Notice of Sanctions**

**Address: ADDRESS, CITY, STATE ZIP (the "Property")**

Dear [NAME]:

You were previously notified by the Board of Directors of the \_\_\_\_\_ 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

You were also notified that unless the violation was cured or you requested a hearing within ten (10) days of the prior notice, that the following sanction would be imposed

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

You have failed to cure the sanction or request a hearing. Accordingly, the above referenced sanction has been imposed, beginning on DATE. 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.

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

Sincerely,

Board of Directors of  
\_\_\_\_\_ Association, Inc.

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