

[LETTERHEAD]

[DATE]

[ADDRESS]

Re: Courtesy Notice of Violation of Governing Documents

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

Dear [NAME]:

Compliance with the Governing Documents makes _____ a better place to live for everyone. Please consider this letter a neighborly reminder and request to bring your property into compliance with the Governing Documents as set forth below.

The Board of Directors of the _____ Association, Inc. (the "Association") has determined that your 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 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:

- SHORT DESCRIPTION OF VIOLATION AND REFERENCE TO DOR, BYLAW, OR RULE/REGULATION

The Board understands that many times people are unaware of the specific terms of the Governing Documents and thanks you in advance for your cooperation.

However, if you fail to cure any violation, it may result in the imposition of a monetary sanction and 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 will also constitute a lien on the Property.

Sincerely,

Board of Directors of
* Association, Inc.