

Four-Stage HOA Escalation Sequence Checklist

Adapt the cure windows and delivery methods to your state and governing documents, adopt the dollar amounts by board resolution, and apply the sequence identically to every lot. All dollar amounts shown are illustrative.

Association name:

Lot / property address:

Violation and governing provision:

Stage 1 — Courtesy notice (\$0)

- ☐ First observation of the violation documented with date
- ☐ Dated written notice sent naming the violation, the governing provision, and exactly what cures it
- ☐ If cured: case closed and cure date recorded

Stage 1 cure window (days):

Suggested: 14 days

Stage 1 notice sent (date and method):

Stage 2 — First formal notice (\$0)

- ☐ Violation still open after the Stage 1 window
- ☐ Written notice sent by the delivery method your statute requires (certified mail in TX and CO)
- ☐ Notice restates the violation and states the next step and possible fine
- ☐ If cured: case closed — several states bar a fine once cured

Stage 2 cure window (days):

14-30 days, matching your statute's minimum

Stage 2 notice sent (date and method):

Stage 3 — Second notice / intent to fine

- ☐ Violation still open after the Stage 2 window
- ☐

Notice of intent to fine sent stating the proposed amount, the owner's hearing rights, and the deadline to request or attend the hearing

Proposed fine amount:

Example only: \$50 — adopt your own schedule by board resolution

Stage 3 cure window:

Per statute; in some states (e.g., California) the owner may still cure before the hearing to avoid the fine

Stage 3 notice sent (date and method):

Stage 4 — Hearing and fine decision

- ☐ Hearing noticed per statute (FL and VA: at least 14 days ahead; CA: at least 10)
- ☐ Hearing held before the body your state requires (FL: a committee of 3+ non-officers, directors, or employees)
- ☐ Attendance and decision recorded
- ☐ Written decision delivered (CA: within 14 days; VA: within 7 days)
- ☐ Fine posted to the ledger only after the decision is delivered

Hearing date:

Fine amount imposed:

Example only: \$100

Decision delivered (date and method):

Completed by (board officer)

Date: