

HOA Violation Hearing: Written Decision Letter

Letterhead and addressee

Association name:

Date of this letter:

Owner name:

Owner mailing address:

Lot / property address:

Case number:

Hearing

Hearing date:

Hearing body:

Board of directors or hearing committee

Governing document section cited:

Short description of the violation:

Date hearing notice was delivered:

Owner attendance:

Attended / did not attend

Decision

Votes for:

Votes against:

Action taken:

Fine of \$ amount, no action, or other action taken

Recusals, if any:

Name each member who recused and did not vote

Rationale

Rationale:

One or two sentences stating the evidence considered and why it supported the decision, for example: dated photographs showed the condition remained after the cure period stated in the violation notice

Effective date and payment

Effective date:

Amount due:

Payment due date:

Florida associations: the payment date must be at least 30 days after delivery of this notice

Appeal

Appeal path:

Describe the appeal path under your state law and governing documents, for example: a written appeal to the full board of directors within a stated number of days of this notice

Questions

Contact for questions:

Name and email or phone for questions about this decision or the case record

Name, title, association name