

HOA Violation Notice — Letter Template

Notice of Alleged Violation

Association name:

Association mailing address:

Date:

Owner name:

Property address:

Lot / Unit number:

Re: Notice of alleged violation —

Short case title

This letter is a formal notice from the association Board regarding the property identified above.

Alleged condition or activity

Description of what was observed:

Plain language; include the location on the property if relevant.

Governing document / rule referenced

CC&R section, rule number, or architectural guideline:

e.g., "Rule 4.2, Trash receptacle storage."

What we are asking you to do

Specific cure action:

e.g., "Store trash bins so they are not visible from the street."

Due date for cure or written response:

How to respond:

Email, owner case link, or mailing address.

Please complete the requested action or respond in writing by the due date above. If you believe this notice was sent in error, or if you need a reasonable extension, contact the board before the due date so we can record your response.

If the condition is not cured and no response is received by the due date, the Board may proceed under the association's enforcement policy, which may include additional notices, fines adopted by the Board, and a hearing as provided in the governing documents.

This notice is not legal advice. It is issued under the Board's authority to enforce the association's governing documents.

Board officer signature

Board officer name and title:

Board contact email:
