

Example of a Friendly HOA Violation Letter

Here's a template of a friendly HOA violation letter:

[HOA Letterhead]

Date: [Date]

[Homeowner Name]

[Homeowner Address]

Subject: Notice of Violation

Dear [Homeowner Name],

This letter serves as a formal notice regarding a violation of our community's Covenants, Conditions, and Restrictions (CC&Rs).

On [Date], at approximately [Time], it was observed that [Description of Violation]. This is a violation of Section [Section Number] of the CC&Rs, which states [Quote from CC&Rs].

We kindly request that you take the following corrective action by [Date]: [Description of Corrective Action].

We understand that misunderstandings can occur, and we are here to assist you in resolving this matter. If you have any questions or require clarification, please feel free to contact the [HOA Management Company Name] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[HOA Management Company Name]