

## NOTICE OF VIOLATION

[DATE]

THIS NOTICE OF VIOLATION HAS BEEN SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED AND PREPAID, FIRST CLASS UNITED STATES MAIL ADDRESSED TO:

[HOMEOWNER NAME(S)]

[UNIT ADDRESS OR ALTERNATE ADDRESS]

RE: Notice of Violation; [UNIT ADDRESS]

Dear [HOMEOWNER],

Please note that The Antlers at Sageport Homeowners Association, Inc. has reasonably determined that an alleged violation of the community governing documents has occurred or is occurring on your above-referenced property. Specifically, the property has violated the following provisions of the governing documents:

[INSERT SPECIFIC COVENANT/RULE VIOLATION, CITE SECTION]

You can cure this violation by [INSERT SPECIFIC ACTION TO TAKE TO CURE] within thirty days of the date of this letter. You may provide photographic evidence or other appropriate evidence of your cure within that timeframe by sending it to [EMAIL ADDRESS].

If you do not cure this violation within thirty days of the date of this letter ("First Cure Period"), the Association may impose a fine in the amount of [FINE NUMBER 1] against you pursuant to the fine schedule set forth immediately below this paragraph, or [OTHER SPECIFIC SANCTION]. If you receive a fine and wish to appeal it, you have the right to a hearing. To request a hearing, you must contact [EMAIL ADDRESS] within 14 days of the date of this letter or within 14 days of the date the Association assesses the fine to your account.

<u>Fines for Discrete Violations</u>	<u>Fine Amount</u>
First violation (first Notice of Violation)	\$50.00
Second violation (second Notice of Violation)	\$200.00
Third violation (third Notice of Violation)	\$250.00

If you fail to respond to this letter, request a hearing, or provide photographic or other appropriate evidence that the violation is cured within thirty days of the date of this letter, the Association will inspect your property and determine whether the alleged violation is a violation of the community governing documents and impose the above-referenced fine and/or sanctions. This determination will occur at least 30 days after the date of this letter. If you fail to cure the violation during the First Cure Period, a second 30-day cure period ("Second Cure Period") will commence immediately

If you do not cure this violation before the end of the Second Cure Period (i.e. within sixty days of the date of this letter), the Association may assess a second fine in accordance with the fine schedule above and refer this matter to legal counsel for enforcement. You will be charged for all costs and fees incurred by the Association due to this referral.

Furthermore, after conclusion of the Second Cure Period, the Association may continue to

assess fines on a weekly basis, after inspection.

Please act promptly to cure the violation as set forth above, and contact [EMAIL ADDRESS] if you have any questions.

Sincerely,

The Antlers at Sageport Homeowners Association, Inc.