

DATE: [Insert Date]

TO:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF ARCHITECTURAL VIOLATION

Dear [Homeowner Name],

This letter serves as formal notice that an unauthorized architectural modification has been identified on your property located at [Property Address]. Specifically, the following change was observed:

Violation Description: [Insert description of modification, e.g., fence installation, exterior painting, shed construction]

According to the [Association/Community Name] governing documents, specifically [Reference Section/Article Number], all exterior modifications must receive written approval from the Architectural Review Committee prior to the commencement of work. Our records indicate that no application was submitted or approved for this project.

Required Action:

To resolve this matter, you are required to take one of the following actions within [Number] days of the date of this letter:

1. Submit a retroactive Architectural Application for review. Please note that submission does not guarantee approval, and you may be required to alter or remove the modification if it does not meet community standards.
2. Remove the unauthorized modification and restore the property to its original condition.

Failure to bring the property into compliance by [Deadline Date] may result in further action, including but not limited to fines, suspension of privileges, or legal action to enforce the removal of the modification at your expense.

If you believe this notice has been sent in error, or if you have already submitted an application that was approved, please contact the [Board/Management Office] immediately at [Phone Number/Email].

Thank you for your prompt attention to this matter and for your cooperation in maintaining the standards of our community.

Sincerely,

[Your Name/Authorized Representative]
[Title/Position]
[Association/Company Name]