

**DATE:** [Insert Date]

**TO:**

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**RE: NOTICE OF EXTERIOR MAINTENANCE AND AESTHETIC VIOLATION**

Dear [Homeowner Name],

This letter serves as formal notice that your property is currently in violation of the [Homeowners Association/Community Name] governing documents, specifically [Reference Section/Article Number] regarding exterior maintenance and aesthetic standards.

On [Date of Inspection], an inspection of the property located at [Property Address] identified the following violation(s):

- **Violation:** [Describe violation, e.g., Faded/peeling exterior paint, unapproved paint color, damaged siding, etc.]
- **Required Action:** [Describe required fix, e.g., Repaint the exterior using an approved color scheme, repair and paint damaged areas, etc.]

Please be advised that all exterior modifications and paint colors must be submitted to and approved by the [Architectural Review Committee/Board] prior to the commencement of work.

**Required Timeline:**

You are requested to bring the property into compliance within [Number] days of the date of this letter. Failure to rectify this violation by [Deadline Date] may result in further action, including but not limited to fines, loss of community privileges, or legal action as permitted by the association bylaws.

If you have already corrected this issue or believe this notice was sent in error, please contact the [Management Office/Board] immediately at [Phone Number/Email Address].

Thank you for your prompt attention to maintaining the aesthetic standards of our community.

Sincerely,

[Your Name/Signature]

[Title, e.g., HOA President/Property Manager]

[Association Name]