

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Developer/Builder/Contractor]
[Attn: Legal Department/Warranty Department]
[Street Address]
[City, State, Zip Code]

From: [Name of Homeowners Association]
[Board of Directors/Property Management Company]
[Street Address]
[City, State, Zip Code]

RE: NOTICE OF CONSTRUCTION DEFECTS AND DEMAND FOR REPAIR

Project/Community Name: [Insert Community Name]
Location: [Insert Address or Legal Description]

Dear [Name of Contact Person or Entity],

This letter serves as formal notice on behalf of the [Insert HOA Name] regarding construction defects discovered within the community. These defects pertain to [common areas/individual units/specific structures] for which [Developer/Builder Name] is responsible under the terms of the purchase agreements, express warranties, and applicable state statutes.

Based on recent inspections and reports, the following defects have been identified:

- [Description of Defect 1, e.g., Water intrusion in building B roof]
- [Description of Defect 2, e.g., Structural cracking in retaining walls]
- [Description of Defect 3, e.g., Improper grading causing drainage issues]

These conditions represent a failure to meet professional building standards and constitute a breach of warranty. As a result, the Association and its members are facing [property damage/safety hazards/diminished property value].

DEMAND FOR ACTION:

The Association demands that you perform a thorough inspection of the listed items and provide a written plan for repairs within [Insert Number, e.g., 30] days of receipt of this letter. All repairs must be completed by a licensed professional at no cost to the Association.

Please contact [Name of Contact Person] at [Phone Number] or [Email Address] to coordinate an inspection date. Failure to respond or address these defects in a timely manner will leave the Association with no choice but to pursue formal legal action to protect its interests.

We look forward to your prompt response and a resolution to these matters.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., President, Board of Directors]

[HOA Name]

CC: [Association Legal Counsel]