

Date: [Insert Date]

To: [Homeowner Name]

Address: [Property Address]

Account Number: [Account Number]

Subject: NOTICE OF VIOLATION - Unauthorized Property Alteration

Dear [Homeowner Name],

This letter is to inform you that a recent inspection of your property has identified an alteration that has not been approved by the [HOA Name] Architectural Review Committee (ARC).

Description of Violation: [Describe the unauthorized change, e.g., fence installation, exterior painting, shed construction]

Governing Document Reference: [Insert Section/Article of CC&Rs or Bylaws]

According to the Association's governing documents, all exterior modifications must receive written approval prior to the commencement of work. Our records indicate that no application was submitted or approved for the project mentioned above.

Required Action:

- Submit a formal Architectural Review Application by [Insert Date] for retroactive approval.
- If the modification does not meet Association standards, you may be required to restore the property to its original condition.

Please contact the Association office at [Phone Number] or [Email Address] within [Number] days to discuss how you intend to resolve this matter. Failure to comply may result in fines or further enforcement action as outlined in the Association's policies.

Thank you for your prompt attention to this matter and for helping maintain the standards of our community.

Sincerely,

[Your Name/Signature]

[Title, e.g., Board Member / Property Manager]

[HOA Name]