

Date: [Insert Date]

To: [Homeowner Name]

Address: [Property Address]

Account Number: [Account Number]

Subject: NOTICE OF NON-COMPLIANCE - UNAPPROVED EXTERIOR PAINT COLOR

Dear [Homeowner Name],

This letter is to inform you that during a recent inspection of the community on [Date of Inspection], it was noted that the exterior of your home has been painted in a color that has not been approved by the [HOA Name/Architectural Committee].

According to the [Covenants, Conditions, and Restrictions (CC&Rs) / Community Guidelines], Section [Section Number], any changes to the exterior appearance of a property, including paint color, must receive written approval from the committee prior to the start of work.

Our records indicate that either:

- An application for this color change was not submitted; or
- The colors applied do not match the colors previously approved for your property.

To resolve this matter and avoid further enforcement action or fines, please take one of the following steps within [Number of Days] days:

1. Submit a retroactive Architectural Review Application for the current color (please note that approval is not guaranteed if the color does not meet community standards).
2. Repaint the exterior using a pre-approved color from the community palette.

Failure to bring the property into compliance may result in [fines/legal action/loss of privileges] as outlined in the association governing documents.

If you have already submitted an application or believe this notice was sent in error, please contact the management office immediately at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name/Name of Representative]

[Title, e.g., Community Manager]

[Association Name]