[Date]

To: [Homeowner Name]
Address: [Property Address]
Account Number: [Account Number]

RE: NOTICE OF EXTERIOR CLEANLINESS VIOLATION

Dear [Homeowner Name],

This letter is to formally notify you that a recent inspection of your property on [Date of Inspection] revealed a violation of the [Association Name] governing documents regarding exterior maintenance and cleanliness.

Description of Violation:
[Insert specific detail, e.g., mold/mildew on siding, oil stains on driveway, trash accumulation, etc.]

Governing Rule:
[Insert Article/Section Number of the CC&Rs or Rules and Regulations]

To bring your property back into compliance, please complete the following corrective actions:

- [Required Action 1]
- [Required Action 2]

We ask that these items be addressed no later than [Due Date]. Failure to correct this violation by the specified date may result in further action, including potential fines or professional cleaning at the owner's expense, as permitted by the association's bylaws.

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

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

Sincerely,

[Sender Name]
[Title/Board Position]
[Association Name]