

## NOTICE OF VIOLATION (Not a Courtesy Notice)

Dear \_\_\_\_\_,

It has come to the attention of the executive board of \_\_\_\_\_ that your property located at \_\_\_\_\_ appears to be in violation of the association's governing documents.

**Violation type(s):**

**Detailed description of the alleged violation(s)- (Picture on following page):**

**Applicable provisions of the governing documents:**

**Proposed action to cure:**

**Amount of the fine if not cured: \$**

The executive board must hold a hearing before it may impose a fine, unless:

- The fine is paid before the hearing; or
- The person against whom the fine will be imposed:
  - (a) Executes a written waiver of the right to the hearing; or
  - (b) Fails to appear at the hearing after being provided with proper notice of the hearing.

**NOTICE OF HEARING -**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Continuing Violation** - If a fine is imposed and the violation is not cured within 14 days, or any longer period established by the executive board, the violation shall be deemed a continuing violation. Thereafter, the executive board may impose an additional fine for the violation, **in an amount not to exceed the amount of the original fine**, for each 7-day period or portion thereof that the violation is not cured. **The period to cure a violation before it becomes a continuing violation shall not be deemed to commence until the date on which the notice of the decision of the executive board is provided to the person sanctioned for the violation.** Any past due fine must not bear interest but may include any costs incurred by the association during a civil action to enforce the payment of the past due fine.

If you have any questions regarding this matter, please contact

Sincerely,

*If it relates to the physical condition or grounds of the unit, or an act or a failure to act of which it is possible to obtain a photograph, insert a **clear and detailed** photograph of the alleged violation.*