

**COURTESY NOTICE – VIOLATION**

Date: \_\_\_\_\_

Owner / Member Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Dear [Owner / Member Name],

This letter serves as a **courtesy notice** regarding a violation of the Association’s maintenance standards for the above-referenced property.

According to our records, the roof of your unit has not been pressure-washed as required. The original compliance deadline for this matter was \_\_\_\_\_, and the violation remains unresolved at this time.

To avoid further enforcement action, please ensure that the roof pressure washing is completed **within seven (7) days of the date of this notice**.

If the violation is not corrected within this timeframe, the Association may proceed with issuing a **formal violation notice**, which may include additional actions such as fines, hearings, or other remedies as permitted by the Association’s governing documents.

We appreciate your prompt attention to this matter and your cooperation in helping maintain the appearance and value of our community. If you have already addressed this issue or have questions regarding compliance, please contact the Association as soon as possible.

Thank you for your cooperation.

Sincerely,