

FIRST FORMAL VIOLATION NOTICE

Notice of Intent to Fine

Date: _____

Owner / Member Name: _____

Property Address: _____

Unit Number: _____

Dear [Owner / Member Name],

This letter serves as the **First Formal Violation Notice** regarding the failure to correct a previously identified maintenance violation at the above-referenced property.

Despite prior notification and the opportunity to cure, the required **pressure washing of the roof** has not been completed and remains in violation of the Association's maintenance standards and governing documents.

Required Action

You are hereby provided **fourteen (14) days from the date of this notice** to correct the violation by completing the required roof pressure washing.

Enforcement and Fines

Failure to bring the property into compliance within the 14-day correction period will result in the **assessment of fines**.

- **Fine Amount:** \$100 per day commencing on _____
- **Maximum Fine Duration:** 10 days
- **Maximum Total Fine:** \$1,000

Fines will begin immediately following the expiration of the 14-day compliance period if the violation remains unresolved.

Please be advised that continued non-compliance may result in additional enforcement actions as permitted by the Association's governing documents and applicable law.

If you have already corrected the violation, please provide confirmation (such as photos or contractor receipt) to the Association promptly. Should you have questions or require clarification, contact the Association as soon as possible.

Thank you for your immediate attention to this matter.

Sincerely,