

**FINAL FORMAL VIOLATION NOTICE  
NOTICE OF FINES AND HEARING**

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

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

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

Dear [Owner / Member Name],

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

Despite prior notices and the expiration of the fourteen (14) day compliances period, the required \_\_\_\_\_ has not been completed and remains in violation of the Association’s governing documents.

**Assessment of Fines**

Effective **upon receipt of this Final Formal Violation Notice**, fines will be assessed in accordance with the Association’s governing documents as follows:

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

Fines will continue to accrue daily until the violation is corrected or the maximum fine amount is reached, whichever occurs first

**Hearing Notice**

You are hereby notified that a compliance hearing has been scheduled as follows:

Hearing date \_\_\_\_\_  
 Time \_\_\_\_\_  
 Location / Method \_\_\_\_\_

You have the right to attend the hearing and present any information, documentation, or testimony regarding this matter.

Please note that failure to correct the violation 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.