

[Community Display Name]
--Second Notice of Violation--

Notice of Disciplinary Action / Second Notice

[Date (Full)]

[2nd Owner's Name]
[Owner's Name]
[Mailing Address Line 1]
[Mailing Address Line 2]
[Mailing City-State-Zip]

Property Address: [Prop. Street Address]
Acct #: [Prop Acct #] / [Community Report Name]

Dear [Owner's Name],

On **[CCR Last Action Date]** a notice was sent to your address informing you that your home is in violation of the Associations Governing Documents.

The violation that was noted is described below:
[CCR Detailed Description]

Again, we request your cooperation in addressing this issue by taking the following action(s):

[CCR Owner Resolution Action]

If this violation is not corrected within 14 days you may be assessed a fee or this matter may be referred to an attorney. If you require an extension to resolve this issue please inform us as soon as possible. The Association has the right to have this violation corrected and all cost related to the correction of this violation will be assessed and collectable from the listed property owner. If you feel that this request is in error, you have the right of appeal to the community's elected Board of Directors. To appeal you must submit a letter in WRITING (email is acceptable) to the address listed below. Please take the action listed above to avoid further steps by the community to correct this problem.

Thank you in advance for your cooperation.

Include Fee schedule

Sincerely,

[Property Manager Name]
[Property Manager Email]