

[Community Display Name]
--Friendly Reminder-- or Warning 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]:

During our routine drive through of the community we noticed the following issue:
[CCR Detailed Description]

Please take the necessary steps to correct this issue within 14 days from the date of this letter:
[CCR Owner Resolution Action]

Please note that continued violation of the Greenville Overlook Restrictions will result in fee assessment

The above mentioned issue is not permissible pursuant to the community Rules and Regulations. If you require an extension to resolve this issue please inform us of the required extension. If you have already corrected the above cited violation(s) simply ignore this letter.

Thank you in advance for addressing this issue.

Sincerely,

[Property Manager Name]
[Property Manager Email]