

Notice of Violation and Hearing

[HOA Letterhead]

NOTICE OF VIOLATION AND HEARING

Date: _____, 200__

To: _____

Mailing Address: _____

Unit # (if different): _____

You have been charged with a violation described as follows:

Violation Date/Time: _____

Violation Location: _____

Description of Violation: _____

Violation of: CC&Rs _____ Bylaws _____ Rules _____

The Board will meet at the following date, time and location to discuss charging a fine against you or taking other disciplinary action.

Date/Time of Hearing: _____

Location of Hearing: _____

You are entitled to attend this meeting and to address the Board. At the hearing, you may produce any statement, evidence, or witnesses on your behalf. You may also send a letter presenting your defense.

Please notify the Association's manager at (____) ____ - _____, at least five (5) days in advance to notify the Board whether you plan to attend. Your failure to appear at the hearing constitutes a waiver of your right to a hearing and the hearing may result in a decision adverse to you.

Board of Directors

_____ Homeowners Association

By: _____

Title: _____