

[HOMEOWNERS ASSOCIATION NAME]

OFFICIAL NOTICE

[Association Address Line 1]
[City, State, ZIP Code]
Phone: [xxx-xxx-xxxx] | Email: [hoa@email.com]
Managed by: [Management Company Name]

Notice Date: [MM/DD/YYYY]
Notice No.: [VN-XXXX-XXXX]
Issued By: [Name / Title]

LANDSCAPING VIOLATION NOTICE

DELIVERED TO

[Homeowner / Resident Full Name]
[Property Street Address]
[City, State, ZIP Code]

PROPERTY REFERENCE

Parcel / Lot No.: [XXXXXXXXXX]
Subdivision: [Subdivision Name]
Unit / Tract: [Unit or Tract No.]

Dear [Homeowner/Resident Name],

This notice is issued pursuant to the Covenants, Conditions & Restrictions (CC&Rs) governing your property and the landscaping standards adopted by the [HOA Name] Board of Directors. A routine inspection of your property on [Inspection Date] identified the following landscaping condition(s) requiring your attention.

VIOLATION DETAILS

Violation Type:	Landscaping / Exterior Maintenance
CC&R Section Cited:	Section [X.X] — [Section Title]
Governing Document:	CC&Rs / Rules & Regulations / Both
Inspection Date:	[MM/DD/YYYY]
Inspected By:	[Inspector Name / Management Co.]
Photo Evidence:	Attached / On file with the Association
Description of Violation:	[Describe the specific condition: e.g., overgrown lawn exceeding 6 inches; dead shrubs not removed; bare soil without approved ground cover; tree branches overhanging roofline; irrigation runoff onto sidewalk, etc.]
Prior Notice Issued:	Yes — [Prior Notice Date] / No — First Notice
Violation Status:	First Warning / Second Warning / Final Notice

Compliance Deadline: You are required to correct the above condition(s) no later than [MM/DD/YYYY] — which is [X] calendar days from the date of this notice. This is your cure period. If the violation remains

uncorrected after this date, the Association reserves the right to impose fines, schedule a formal hearing, or arrange corrective work at the owner's expense.

REQUIRED CORRECTIVE ACTION

To resolve this notice, you must complete ALL applicable items below before the compliance deadline:

- Mow, trim, or otherwise reduce lawn/ground cover height to the standard specified in CC&Rs Section [X.X]
- Remove all dead, diseased, or otherwise non-conforming plant material from the front and/or side yard
- Restore bare soil areas with approved ground cover, mulch, rock, or plantings per community standards
- Trim or remove overhanging tree branches, shrubs, or vegetation encroaching on sidewalks, fences, or structures
- Repair or replace inoperable irrigation components causing runoff, ponding, or un-irrigated areas
- Remove unauthorized items, debris, or non-landscaping materials from the yard
- [Custom corrective action specific to this violation]

DOCUMENTATION REQUIRED FOR PROOF OF CORRECTION

When submitting proof that the violation has been corrected, include the following:

- Dated photographs showing the corrected condition from the same angle as the violation photo
- Work order or contractor invoice confirming the scope of work completed and date of completion
- Written statement from homeowner or property manager certifying compliance (signed and dated)
- Contractor license number if exterior work required a licensed provider under state law
- Receipts for materials purchased if correction was performed by the homeowner

Submit proof to: **[HOA Management Email / Mailing Address]** by **[Compliance Deadline Date]**.

FINE SCHEDULE (IF VIOLATION REMAINS UNCORRECTED)

DAYS PAST CURE PERIOD	ENFORCEMENT ACTION	FINE AMOUNT
Day 1 – Day [X] (Cure Period)	No fine — correction window open	\$0
Day [X+1] (First fine)	Initial fine issued	[\$XX]
Days [X+2] – [X+14]	Daily accrual begins	[\$XX] / day
Day [X+15]	Formal hearing notice issued	Hearing scheduled
Post-hearing (if unresolved)	Corrective work / lien filing	Actual cost + admin fee

Fine amounts vary by state and governing documents. Confirm your Association's fine schedule in your CC&Rs or contact your management company.

YOUR RIGHT TO REQUEST A HEARING

Under most state HOA statutes and your governing documents, you have the right to request a hearing before the Board of Directors before any fine is imposed. To exercise this right, submit a written hearing request to [Management Company / HOA Board] within **[X] days** of the date of this notice. Your request must include your name, property address, violation notice number, and a brief written statement of your position.

ISSUED BY — HOA REPRESENTATIVE

ACKNOWLEDGED BY — HOMEOWNER / AGENT

Signature / Date

Signature / Date

Printed Name / Title

Printed Name

This notice does not waive any rights of the Association. Failure to respond or correct the violation within the stated cure period may result in fines, hearing, corrective work at owner's expense, and/or lien filing per your governing documents and applicable state law.

Retain a copy of this notice and all proof-of-correction documentation for your records.