

HOA Violation Notice Template Pack:

For Self-Managed Homeowners Associations

Configurable templates to help your board communicate clearly,
document consistently, and manage violations with less stress.

HOA MY WAY



Before You Use These Templates

Use these templates as a starting point to create clearer, more consistent violation notices for your self-managed HOA. Before sending any notice, review your association's governing documents, enforcement policy, and applicable state law.

Important note: This template pack is for general educational use only and should not be considered legal advice. For escalated matters, fines, hearings, liens, or legal action, consult your association attorney.





Template 1

First / Courtesy Notice

[Your HOA Name]

[HOA Mailing Address]

[City, State, ZIP]

[Email Address] | [Phone Number]

Date: [Month DD, YYYY]

Notice of Violation – [Property Address]

Dear [Homeowner Name],

This letter acts as a courtesy notice regarding a violation of our community's governing documents at the above-referenced property.

Date Observed: [Month DD, YYYY]

Violation Type: [Landscaping / Exterior Maintenance / Parking / Trash Containers / Architectural / Other]

Description of Violation:

[Objective description of the issue.]

Example: "Grass in the front yard exceeds the maximum allowed height of 6 inches."

Applicable Rule:

[Specific reference to the CC&Rs, Bylaws, Rules and Regulations, Architectural Guidelines, or Enforcement Policy.]

Example: "CC&R Section 7.3 – Lawn and Landscaping Maintenance."

Required Action:

Please correct the violation by [Deadline Date].

Please refer to the attached photos or supporting documentation.

If you have already addressed this issue or have any questions, please contact the Board at [email address / phone number].

We appreciate your involvement in helping maintain the standards of our community.

Sincerely,

[HOA Name] **Board of Directors**

[Your Name]

[Your Position, if applicable]

[Contact Email] | [Contact Phone]



Template 2

First / Courtesy Notice

[Your HOA Name]

[HOA Mailing Address]

[City, State, ZIP]

[Email Address] | [Phone Number]

Date: [Month DD, YYYY]

Second Notice of Violation – [Property Address]

Dear [Homeowner Name],

On [Date of First Notice], the Board issued a courtesy notice regarding a violation at your property. Our records indicate that the issue remains unresolved as of [Current Date].

Original Violation:

[Briefly restate the violation using objective language.]

Example: “Trash containers were visible from the street more than 24 hours after pickup.”

Applicable Rule:

[Specific rule, CC&R section, policy, or guideline reference.]

Original Deadline: [Original Deadline Date]

New Deadline: [New Deadline Date]

Please correct the violation by [New Deadline Date].

If you do not correct the violation by this date, the Board may continue with the next step in the association’s enforcement process, as outlined in the governing documents and applicable law. This may include additional notices, a hearing, fines, or other remedies available to the Association.

Photos or supporting documentation from [Most Recent Inspection Date] may be attached.

If you have corrected the issue, need clarification, or would like to contact the Board regarding this matter, please reach out at [email address / phone number].

Thank you for helping us maintain the community’s standards.

Sincerely,

[HOA Name] **Board of Directors**

[Your Name]

[Your Position, if applicable]

[Contact Email] | [Contact Phone]



Template 3

Final Notice Before Escalation

[Your HOA Name]
[HOA Mailing Address]
[City, State, ZIP]
[Email Address] | [Phone Number]

Date: [Month DD, YYYY]

Final Notice of Violation – [Property Address]

Dear [Homeowner Name],

This letter acts as a final notice regarding the unresolved violation at the above-referenced property.

Our records show previous notices on:

- **First Notice:** [First Notice Date]
- **Second Notice:** [Second Notice Date]

Our records show that you have not corrected the violation as of [Current Date].

Violation Details:

[Briefly restate the violation using objective language.]

Example: “Unapproved shed remains visible in the side yard, and no Architectural Review Committee approval is currently on file.”

Applicable Rule:

[Specific reference to the CC&Rs, Bylaws, Rules and Regulations, Architectural Guidelines, or Enforcement Policy.]

Final Correction Deadline: [Final Deadline Date]

Please correct the violation by [Final Deadline Date].

If you do not resolve the violation by this date, the Board may proceed with additional enforcement steps permitted by the Association’s governing documents and applicable law. Depending on the circumstances and your association’s enforcement policy, this may include:

- Scheduling a hearing before the Board
- Imposing fines or other charges
- Referring the matter for additional review
- Pursuing other remedies available to the Association

We encourage you to resolve this case promptly or contact the Board if there are extenuating circumstances, questions, or records you would like the Board to consider.

Please contact us at [email address / phone number].

Sincerely,

[HOA Name] **Board of Directors**
[Your Name]
[Your Position, if applicable]
[Contact Email] | [Contact Phone]

Quick Customization Guide

Before sending any violation notice, review the following checklist.

1. Replace All Bracketed Fields

Update all placeholders, including:

- HOA name
- Homeowner name
- Property address
- Dates
- Rule references
- Deadlines
- Contact information
- Board member name and title, if applicable

2. Reference the Exact Rule

Avoid vague terms such as “community standards” or “out of compliance” unless your governing documents clearly define them.

Whenever possible, cite the specific:

- CC&R section
- Bylaw provision
- Rule or regulation
- Architectural guideline
- Enforcement policy

3. Keep Descriptions Factual

Describe what the board observed using objective language.

Avoid

- “The yard looks terrible.”
- “The resident keeps ignoring parking rules.”
- “Trash cans were left out forever.”
- “They built something without approval.”

Use

- “Grass height exceeds 6 inches in the front yard.”
- “Vehicle parked in guest parking overnight on May 3, May 5, and May 8.”
- “Trash containers visible from the street 24 hours after pickup.”
- “Unapproved shed visible in side yard; no ARC approval on file.”

4. Confirm Deadlines

- Make sure all correction deadlines comply with your governing documents, enforcement policy, and applicable state law.
- Some associations require specific notice periods before fines, hearings, or escalation.

5. Attach Supporting Documentation

When appropriate, attach:

- Dated photos
- Inspection notes
- Prior notices
- Homeowner correspondence
- Board decisions or meeting notes

6. Track Delivery Method

Document how the notice was sent, such as:

- Email
- First-class mail
- Certified mail
- Hand delivery, if allowed
- Portal notification, if applicable

Follow the delivery requirements in your governing documents and state law.

7. Save the Notice to the Property Record

Keep a copy of each notice with the homeowner or in the property records. This helps future board members understand the full history if questions come up later.





Board Review Checklist

Use this quick checklist before sending a violation notice.

- ☐ Documented the violation with the date and property address.
- ☐ Saved photos or supporting documentation.
- ☐ Identified the specific rule or guideline.
- ☐ The notice utilizes neutral, factual language.
- ☐ The correction deadline is clear.
- ☐ The notice explains how the homeowner can respond.
- ☐ The delivery method follows association requirements.
- ☐ Save a copy of the notice to the property record.
- ☐ Arranged a follow-up or reinspection date.

Prepared by HOA My Way

HOA My Way provides software built for self-managed HOAs.

Bring more structure to violation tracking, notices, homeowner records, communication, and board workflows, without relying on scattered spreadsheets, email threads, or one volunteer's memory.

Simplify violation tracking and recordkeeping for your self-managed community.

Visit hoamyway.com or [book a free demo to learn more.](#)