

**DATE:** [Insert Date]

**VIA:** [Certified Mail / Hand Delivery / Email]

**TO:**

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**RE: NOTICE OF DEMAND TO REPLENISH SECURITY DEPOSIT**

Dear [Homeowner Name],

This letter serves as formal notice from the [Name of Homeowner Association] (the "Association") regarding your security deposit held on account for the property located at [Property Address].

Pursuant to Section [Insert Section Number] of the Association's Governing Documents (CC&Rs), the Association has the authority to apply funds from your security deposit to satisfy unpaid fines, penalties, or costs incurred due to violations of the Association rules.

As of [Date], the following amounts have been deducted from your security deposit:

- **Violation Description:** [Briefly describe the violation, e.g., Unapproved exterior paint]
- **Date of Fine:** [Date]
- **Amount Deducted:** \$[Amount]

**Current Security Deposit Balance:** \$[Current Balance]

**Required Security Deposit Amount:** \$[Required Total Amount]

In accordance with the Association rules, you are required to maintain a full security deposit in the amount of \$[Required Total Amount]. Therefore, **demand is hereby made for you to replenish the account in the amount of \$[Amount Needed to Replenish].**

Please remit payment in full by [Due Date, e.g., 15 days from date of letter]. Checks should be made payable to [Association Name] and sent to the address listed below:

[Mailing Address for Payments]

[City, State, Zip Code]

Failure to replenish the security deposit by the date specified may result in further enforcement actions, including but not limited to, additional fines, suspension of privileges, or a lien against your property as permitted by the Association's governing documents and local law.

If you have any questions regarding this matter, please contact [Management Name/Board Contact] at [Phone Number] or [Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title, e.g., Board President / Property Manager]

[Name of Homeowner Association]