

[Date]
[Homeowner Name]
[Property Address]
[City, State, Zip Code]

RE: NOTICE OF NON-COMPLIANCE - OFF-LEASH PET POLICY

Dear [Homeowner Name],

This letter is to inform you that a violation of the [HOA Name] Rules and Regulations regarding pet control has been observed at your property or within the common areas.

Violation Details:

- **Date of Violation:** [Date]
- **Description:** Pet observed off-leash in a restricted or common area.
- **Policy Reference:** Article [Number], Section [Number] of the Association Bylaws/CC&Rs, which states that all pets must be kept on a leash at all times when outside of a fenced yard or residence.

The Association maintains this policy to ensure the safety of all residents, guests, and other pets, as well as to protect the community's common landscaping.

Required Action:

Please ensure that your pet is secured on a handheld leash whenever it is in the common areas of the community. Immediate compliance is required to avoid further action, which may include fines as outlined in our enforcement schedule.

If you believe this notice has been sent in error, or if you have already corrected the issue, please contact the Board of Directors or the Management Office at [Phone Number/Email] within [Number] days.

Thank you for your cooperation in keeping our community safe and enjoyable for everyone.

Sincerely,

[Your Name/Property Manager Name]
[Title]
[HOA Name]