

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number/Address]

Subject: NOTICE OF COMMUNITY POLICY VIOLATION - UNAUTHORIZED AUTO MAINTENANCE

Dear Resident,

This letter serves as a formal notice regarding a violation of the community policies at [Community Name].

Violation Details:

- **Date of Observation:** [Insert Date]
- **Location:** [Insert Location, e.g., Parking Lot Space #45 / Driveway]
- **Description:** Performing prohibited vehicle maintenance/repairs ([Specify activity, e.g., oil change, engine repair]).

According to our Community Rules and Regulations, Section [Insert Section Number], major vehicle repairs and fluid changes are strictly prohibited on community grounds to maintain safety, cleanliness, and environmental standards.

Required Action:

Please cease all maintenance activities and remove any tools, parts, or hazardous fluids immediately. Ensure the area is cleaned of any spills or debris by [Insert Deadline Date/Time].

Failure to comply with this notice may result in further action, including fines or the towing of the vehicle at the owner's expense.

If you have already corrected this issue, please disregard this notice. If you have questions, you may contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]
[Community Management Office]