

**Date:** [Date]

**To:** [Homeowner Name]

**Address:** [Property Address]

**Subject: NOTICE OF HOA VIOLATION - UNAUTHORIZED VEHICLE  
MAINTENANCE**

Dear [Homeowner Name],

The Board of Directors for [HOA Name] has noted a violation of the Association's governing documents regarding vehicle maintenance on your property. Specifically, the following activity was observed:

**Violation Details:** [Describe activity, e.g., oil changes, engine repairs, car on jacks]

**Date of Observation:** [Date]

**Location:** [e.g., Driveway/Street]

According to [Section/Article Number] of the CC&Rs, major vehicle repairs and maintenance are prohibited in visible areas such as driveways or streets within the community. These regulations are in place to maintain the aesthetic appeal of our neighborhood and to prevent hazardous fluid spills.

**Required Action:**

Please cease all unauthorized vehicle maintenance immediately and ensure the vehicle is either moved into a garage or restored to an operable condition within [Number] days of this letter. Any oil or chemical stains resulting from this activity must be cleaned.

Failure to comply may result in further action, including fines as outlined in the Association's enforcement policy. If you believe this notice has been sent in error or if you have already corrected the issue, please contact the Management Office at [Phone Number/Email].

Thank you for your cooperation in keeping our community a pleasant place to live.

Sincerely,

[Your Name/Property Manager Name]

[HOA Name] Board of Directors