

[Homeowners Association Name]
[Board of Directors/Management Office Address]
[City, State, Zip Code]

Date: [Date]

To: [Homeowner/Resident Name]
Address: [Property Address]

RE: NOTICE OF VIOLATION - Improper Disposal of Smoking Debris

Dear Resident,

This letter serves as a formal warning regarding the improper disposal of smoking debris (such as cigarette butts or ashes) originating from your unit/property. It has been reported or observed that smoking materials are being discarded in common areas, landscaped grounds, or neighboring balconies.

Please be advised that this behavior is a violation of the Association's Rules and Regulations [Optional: Cite Specific Section/Rule Number]. Improper disposal of smoking debris is not only a littering issue that affects the aesthetic of our community, but it also poses a significant fire hazard and environmental risk.

Required Action:

Please ensure that all smoking materials are extinguished completely and disposed of in appropriate, fire-safe containers kept inside your unit or on your private patio/balcony. Do not toss debris over railings or onto the ground.

Failure to comply with this notice or future occurrences may result in fines, as outlined in the Association's enforcement policy. We appreciate your immediate cooperation in keeping our community clean and safe for all residents.

If you have any questions or believe this notice was sent in error, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Title, e.g., Property Manager]
On behalf of the [HOA Name] Board of Directors