

**DATE:** [Insert Date]

**TO:** [Resident Name]

**ADDRESS:** [Unit/Address Number]

**RE: NOTICE OF AFTER-HOURS POOL ACCESS VIOLATION**

Dear [Resident Name],

This letter serves as a formal notice regarding a violation of the community pool rules. It has been reported that you or your guests were using the pool facilities on [Date] at [Time].

Per the signed lease agreement and community guidelines, the pool hours are officially **[Insert Opening Time]** to **[Insert Closing Time]**. Accessing the pool area outside of these hours is strictly prohibited for safety and security reasons.

**Action Taken:**

First Warning: No further action at this time.

Fine Issued: A charge of \$[Amount] has been added to your account.

Suspension: Your amenity access has been suspended until [Date].

Please ensure that you and your guests adhere to all posted pool hours and regulations in the future. Repeated violations may result in the permanent loss of pool privileges or further legal action as outlined in your residency contract.

If you believe this notice was sent in error, please contact the management office at [Phone Number] or [Email Address] within [Number] days.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Association Name]