

Date: [Insert Date]

To: [Resident Name]

Address: [Resident Address/Unit Number]

Subject: FIRST WARNING: Pool and Recreation Area Rule Violation

Dear [Resident Name],

This letter serves as a formal warning regarding a violation of the community rules and regulations governing the pool and recreation areas. Our records indicate that a violation occurred on [Date of Incident] at approximately [Time].

Description of Violation:

[Insert details of the violation, e.g., after-hours use, glass containers on deck, unsupervised minors, excessive noise, etc.]

These rules are in place to ensure the safety, cleanliness, and enjoyment of the facilities for all residents. We kindly ask that you review the attached copy of the Pool and Recreation Area Rules to avoid future incidents.

Please be advised that further violations may result in the suspension of your amenity privileges, fines, or other actions as outlined in your [Lease Agreement/HOA Bylaws].

We appreciate your immediate cooperation in maintaining a safe environment for our community. If you have any questions regarding this notice, please contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Manager Name]

[Property Name/HOA Name]