

Date: [Insert Date]

To: [Resident Name]

Address: [Resident Address / Unit Number]

Subject: Notice of Violation - Glass Containers in Pool Area

Dear [Resident Name],

This letter serves as a formal notice regarding a violation of the community rules and regulations at the [Name of Complex/HOA] swimming pool area.

On [Date of Incident], it was reported/observed that glass containers were being used by you or your guests within the gated pool enclosure. As stated in the signed community agreement and posted pool signage, glass of any kind is strictly prohibited in the pool area for the safety of all residents.

Glass breakage in or around a pool creates a significant safety hazard and may require the pool to be drained, professionally cleaned, and refilled at a high cost to the community.

Action Required:

Please ensure that all beverages brought to the pool area are in plastic, aluminum, or other non-breakable containers. Future violations may result in the following:

- Temporary suspension of pool privileges.
- Fines as outlined in the community fine schedule.
- Liability for costs associated with pool drainage and cleaning if glass breakage occurs.

We appreciate your cooperation in keeping our recreational facilities safe for everyone.

Sincerely,

[Your Name/Property Manager Name]

[Management Company/HOA Board Name]

[Contact Phone Number]