

Date: [Insert Date]

To: [Pet Owner Name]

Address: [Unit Number/Street Address]

Subject: Notice of Violation - Unauthorized Pet in Pool and Recreation Area

Dear [Owner/Resident Name],

This letter is to formally notify you of a violation of the community rules and regulations regarding pets in restricted areas. It has been reported that on [Date of Incident] at approximately [Time], a pet under your care was observed within the [Pool Area/Recreation Area].

Per our community guidelines, Section [Insert Section Number, e.g., 4.2], pets are strictly prohibited from entering the gated pool enclosure and designated recreation zones for health, safety, and sanitary reasons. Service animals, as defined by the ADA, are the only exception to this rule.

Required Action:

Please ensure that your pet remains outside of these restricted areas at all times. This letter serves as a formal warning. Please be advised that further violations may result in fines of [Insert Fine Amount] per occurrence or the suspension of your access privileges to community amenities.

If you believe this notice has been sent in error, or if you have any questions regarding this policy, please contact the management office at [Phone Number] or [Email Address].

Thank you for your immediate cooperation in keeping our community facilities clean and safe for all residents.

Sincerely,

[Your Name/Property Manager Name]

[Association Name/Property Management Company]