

Date: [Insert Date]

To: [Resident Name]

Address: [Resident Address]

Account Number: [Insert Number]

RE: SECOND NOTICE OF RECREATION AREA RULE VIOLATION

Dear [Resident Name],

This letter serves as a formal second notice regarding a violation of the community recreation area rules. On [Date of First Notice], a formal notice was sent to you regarding the following issue:

Violation Description: [Describe violation, e.g., use of pool after hours, improper disposal of trash, etc.]

Our records indicate that this violation has reoccurred or has not been corrected. As a member of this community, it is your responsibility to adhere to the rules established for the safety and enjoyment of all residents.

Please be advised that continued failure to comply with these regulations may result in the following actions:

- Suspension of access to all recreation facilities.
- Assessment of monetary fines against your account.
- Legal action as permitted by the community bylaws.

If you believe this notice has been sent in error, or if you have corrected the issue, please contact the Management Office immediately at [Phone Number] or [Email Address] to discuss this matter.

We appreciate your prompt attention to this matter and your cooperation in keeping our recreation areas safe and enjoyable for everyone.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Association/Management Name]