

Date: [Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF VIOLATION - UNAUTHORIZED LANDSCAPING ALTERATION

Dear [Homeowner Name],

It has come to the attention of the [Association Name/Property Management] that unauthorized alterations have been made to the landscaping at the property located at [Property Address].

Specifically, the following changes were observed: [Description of Violation, e.g., removal of trees, installation of unauthorized fencing, or changing garden beds].

According to the governing documents, specifically [Section/Article Number], all exterior modifications and landscaping changes must receive prior written approval from the [Architectural Review Committee/Board of Directors]. Our records indicate that no such approval was requested or granted for these changes.

To resolve this matter, you are required to take the following action(s):

- Submit a retroactive application for approval by [Date].
- Restore the landscaping to its original condition by [Date].
- [Other specific instruction].

Failure to bring the property into compliance may result in fines, legal action, or the restoration of the area by the Association at the owner's expense.

If you believe this notice has been sent in error, or if you have already submitted an application, please contact [Contact Name/Department] at [Phone Number/Email] immediately.

Thank you for your prompt attention to this matter and for helping maintain the standards of our community.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Association/Management Company Name]