

Date: [Insert Date]

To: [Owner/Resident Name]

Address/Unit: [Insert Unit Number]

Vehicle Make/Model: [Insert Vehicle Details]

License Plate: [Insert Plate Number]

NOTICE: FIRST WARNING - EV CHARGING STATION VIOLATION

Dear [Owner/Resident Name],

This letter serves as a formal warning regarding a violation of the Electric Vehicle (EV) Charging Station policies at [Property Name/Address].

On [Date] at approximately [Time], your vehicle was observed in violation of the following rule(s):

- Parking a non-electric vehicle in a designated EV charging stall.
- Parking an electric vehicle in the stall without actively charging.
- Exceeding the maximum posted time limit for charging.
- [Other: Specify violation here].

Our EV charging stations are shared amenities intended for active charging only. This ensures all residents with electric vehicles have fair access to the equipment. Please ensure that your vehicle is moved as soon as the charging session is complete or the time limit has expired.

Required Action:

Please comply with all posted signage and community guidelines regarding EV stations immediately. Future violations may result in fines, vehicle towing at the owner's expense, or loss of charging privileges.

If you believe this warning was issued in error, or if you have any questions regarding our policies, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community amenities accessible to everyone.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/HOA Board]