

DATE: [Date]

TO: [Homeowner Name]

ADDRESS: [Property Address]

ACCOUNT NUMBER: [Account Number]

**RE: NOTICE OF UNAUTHORIZED EXTERIOR ALTERATION / MAINTENANCE
NON-COMPLIANCE**

Dear [Homeowner Name],

This letter is to inform you that during a recent inspection of the community on [Date of Inspection], it was observed that the following exterior alteration has been made to your property without prior written approval from the [Architectural Review Committee/Board of Directors]:

Description of Violation: [Detailed description of the unauthorized change, e.g., unapproved fence, shed, exterior paint color, or landscaping modification].

According to the [Name of Association Documents, e.g., CC&Rs or Bylaws], Article [Number], Section [Number], all exterior modifications or improvements must receive formal approval before work commences to ensure harmony with the community standards.

Required Action:

To bring your property into compliance, please complete one of the following by [Deadline Date]:

- Submit a formal Architectural Application for the alteration for retroactive review. Please note that submission does not guarantee approval.
- Restore the property to its previous original condition.

Failure to address this matter by the date specified may result in further enforcement actions, which may include fines, suspension of privileges, or legal action as outlined in the association's governing documents.

If you have already submitted an application or if the work has been removed, please contact the management office at [Phone Number] or [Email Address] so we can update our records.

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

Sincerely,

[Your Name/Property Manager Name]

[Association Name]

[Contact Information]