

[Date (Full)]

[Owner's Name]
[Mailing Address Line 1]
[Mailing Address Line 2]
[Mailing City-State-Zip]

RE: Acct #[Prop Acct #]
 [Prop. Street Address]

Dear [Owner's Name],

Mountain Park Ranch has proven to be an exciting yet comfortable place to live. All of us enjoy the appeal and pleasant surroundings that are a significant benefit of our community. In order to maintain these benefits in our community, we perform regular property inspections.

During my property compliance inspection, the item noted below was found to be in non-compliance:

[CCR Summary Description] - [CCR Detailed Description] [CCR Owner Resolution Action]

According to Mountain Park Ranch's CC&R's - [CCR Article Cited]

Please correct this matter immediately. You have the right to respond to this violation in writing by **certified mail** within 10 business days. A follow-up inspection will be conducted after this period.

Failure to correct the violation in this time period will result in the Association electing to pursue any one of the remedies available to the Association under their Governing Documents. This includes, however, is not limited to:

- Assessing fines as specified in the Associations fine policy.
- The Association performing the work necessary to resolve the violation and assessing those costs to the homeowner.
- Submitting this information to the Association attorney for legal action.

If you have any questions or need clarification, please either telephone, e-mail, fax or come to the Association Office to further discuss this violation. Upon your contact with us, and in certain situations, additional time may be granted for you to gain compliance without penalties. Our office hours are 7 am to 4 pm, Monday through Friday. Thank you for your prompt attention to this matter.

Sincerely,

Property Manager

cc: file
encl: Photo
39 Rev 07.09

[Date (Full)]

[Owner's Name]
[Mailing Address Line 1]
[Mailing Address Line 2]
[Mailing City-State-Zip]

RE: [Prop Acct #]
[Prop. Street Address]

Dear [Owner's Name]:

This letter is being written on behalf of Mountain Park Ranch Homeowner Association. In a continuing effort to maintain community enjoyment and high property values, the Board of Directors responsibility is to ensure the Association's Rules and Regulations, Covenants, Conditions & Restrictions (CC&Rs) and By-Laws are enforced.

Please be advised that this is the **second** letter regarding this below violation. During my subsequent property inspection, the referenced violation continues to be noted at your residence:

Specifically: [CCR Summary Description] - [CCR Detailed Description] [CCR Owner Resolution Action]

If this violation is corrected within 14 days, no further action will be taken. If it continues to be in non-compliance at that time, a \$60.00 fine will be assessed against your property and will continue to be assessed every 14 days until corrected. If applicable, the Association may perform the work necessary to resolve the violation and assess those costs to the homeowner. This violation may also be sent to the Association Attorney for compliance. As a note, if a violation of the same nature is repeated within any one (1) year period after the last violation letter was sent, the violation letter process will continue uninterrupted. If a violation of the same nature reoccurs one (1) year or more after the last violation letter was sent, the violation will be considered new and the process starts from the beginning, or first letter.

You have the right to respond to this violation in writing by certified mail within 14 days. You also have the right to be heard regarding the imposition of the penalty at the next Board of Directors meeting on _____ at 6:00 pm at the Association Office, unless otherwise decided. **It is important that you notify us if you plan to attend.**

If you have any questions or need clarification, please telephone, e-mail, fax or come to the Association Office to further discuss this violation. Upon your contact with us, and in certain situations, additional time may be granted for you to gain compliance without penalties. Our office hours are 7 am to 4 pm, Monday through Friday. Thank you for your prompt attention to this matter.

Sincerely,

Property Manager

cc: file
encl: photo
#40 Rev 07/09

[Date (Full)]

[Owner's Name]
[Mailing Address Line 1]
[Mailing Address Line 2]
[Mailing City-State-Zip]

Certified Letter #: _____

RE: [Prop Acct #]
 [Prop. Street Address]

Dear [Owner's Name]:

This letter is being written on behalf of Mountain Park Ranch Homeowner Association. In an effort to maintain community enjoyment and high property values, the Board of Directors is responsible to ensure that Association's Rules and Regulations, Covenants, Conditions & Restrictions (CC&R's) and By-Laws are enforced.

Please be advised that this is the **Third** letter sent to you regarding the violation stated below. During my recent property inspection, the following violation continues to be noted at your residence:

Specifically: [CCR Summary Description] - [CCR Detailed Description] [CCR Owner Resolution Action]

Since you have failed to comply with this request, a fine of \$60.00 has been assessed against your account and will continue in increments of \$60.00 for every 14 days of non-compliance. Fine payments for this violation must be sent to the Association office.

Fines imposed are enforced in the same manner as unpaid assessments pursuant to the Association's Governing Documents. If this violation is not resolved it will be sent to the Association Attorney for compliance.

The community would appreciate your prompt attention to this matter. We would much prefer to have this issue corrected than to impose another fine. Please contact our office as soon as this violation has been resolved.

Sincerely,

Property Manager