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[Date]

[Name]

[Address]

[City, State Zip]

Re: Notice of Unapproved Structure

Dear _____,

This letter is to formally notify you on behalf of my client, Oak Lake Estates Architectural Review Committee, of the existence of a structure that has been constructed on your property which is not in compliance with the HOA By-Laws and Declaration or the recorded Codes, Covenants and Restrictions (CCR's) for improvements of the property.

Please see details below for compliance.

Owner of Record: _____

Property Address: _____

Section: _____ Lot Number: _____ Tax ID: Map _____ Parcel: _____

Improvement for change request for: _____

Date request submitted: _____ [] Request Not Submitted

Date Request Denied: _____

Applicable CCR cited:

Date owner notified to bring improvement to compliance: _____

Improvements to the above-named property have proceeded without approval by Oak Lake Estates Architectural Review Committee. The denial issued on the date noted above was based on the improvement falling outside the guidelines of the recorded Codes, Covenants and Restrictions (CCR's) and/or HOA By-Laws and Declaration for this address.

The Owner of Record was notified by an Architectural Review Committee member in person or by certified letter on the date noted above and allotted 90 days to bring the improvement into compliance prior to issuing this Non-Conforming Structure Notice.

The above noted non-conforming structure may not be approved in any future application for a similar non-conforming re-build. Application for a re-build must comply with the CCR's referenced above. Neither the Oak Lake Estates HOA nor the Architectural Review Committee will be responsible for property resale or other issues arising due to unapproved structures.

This notice is subject to retraction should the owner bring the property into compliance with the Codes, Covenants and Restrictions of the Oak Lake Estates subdivision.

Sincerely,

Jerry A. Bridenbaugh, Attorney
BRIDENBAUGH LAW FIRM