

## **Fees and Violations- February 17, 2025**

The Manager of the Association will notify the building owner of any repairs or violations for which they are responsible. Below is an example of such a letter. The building owner is responsible of directing this message to their responsible tenant. If the owner or tenant fails to address the repair or violation within the specified timeline, the Manager of the Association may hire a contractor to complete the work.

The property owner or tenant is responsible for covering the costs of these repairs as well as any violation fees incurred due to negligence. Violation fees will start at \$25 per day after the deadline set by the Association Manager. A violation fee of 10% of the cost of the repair will be incurred to the owner or tenant if the Manager of the Associations hires a contractor to complete the repair.

If you require more time, please communicate this to the Manager of the Association as soon as possible. The core goal is to maintain the community at its best, and your timely cooperation is key to achieving this.

## **Repeat Violations**

Repeated violations will incur a \$25 fine immediately.

## Notice of Repair Requirement / Violation and Potential Fees

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Date: [Date]

To: [Owner's Name]

[Owner's Address]

[City, State ZIP]

### Property Address

[Property Address]

### Issue and Reference to the Rule being Violated

[Description of the repair or violation]

We have included photographic evidence of the necessary repairs or violation for your reference. In accordance with the association's guidelines, you are required to address this issue no later than [Date] (30 days from the date of this letter, or an appropriate timeline based on the nature of the repair or violation).

### Next Steps:

1. **\*\*Timeline for Completion\*\***: The repair or correction of the violation must be completed by the deadline stated above.
2. **\*\*Failure to Comply\*\***: If the repair or violation is not rectified by the stated deadline:
  - The association reserves the right to hire a contractor to complete the repair.
  - All costs associated with the repair will be the responsibility of the property owner and must be reimbursed to the association.
  - Alternatively, a daily violation fee of \$25 per day will be charged until the issue is resolved, beginning the day after the deadline has passed.

Please be advised that continued failure to comply with the association's requirements could result in further action, including but not limited to additional fines or legal proceedings, as outlined in the [Association Name] governing documents.

If you have already made arrangements to address this issue or if you have any questions, please contact me directly at [Manager's Contact Information] so we can work together to ensure compliance within the timeline provided.

Sincerely,