

**SMS Development, LLC dba
Tropicana Village**

**808 Tropicana Village Dr.
Moscow Mills, MO 63362**

**Phone: (636) 366-9009
Fax: (636) 366-9966**

[DATE()]

[Contact.FirstName()] [Contact.LastName()]
[Address.Street1()]
[Address.CityStatePostalCode()]

RE: PARKING FACILITY VIOLATION

[Contact.FirstName()] [Contact.LastName()],

This letter in regard to a complaint that you are violating the parking facility rules. Please correct the following violations, so no further action will be necessary.

1. Residents are required to come to the office and fill out a parking facility form and produce a picture of the vehicle before it will be allowed to be parked in the facility.
2. The facility is only available from 7:00 a.m. until 7:00 p.m.
3. All vehicles and items must be in good and running condition.
4. There will be no junk or derelict vehicles or items allowed in the facility.
5. Each vehicle or item will be assigned to a space and may only be parked in that space.
6. Each vehicle or item will be issued a vinyl sticker which must be placed on the windshield above the inspection sticker.
7. All trailers, boats and tow campers will be issued a sticker which must be placed on the tongue.
8. Any vehicles, campers, boats, trailers or any other item that is parked or placed in the facility without a sticker will be towed or removed at the owner's expense.
9. Any work being done in the facility, must be completed by 7:00 p.m. and may only be done on the concrete pads provided.
10. Children are not allowed in the parking facility with out a registered adult.
11. Any resident not abiding by the rules of this facility will be restricted from the facility indefinitely.

Please read the rules and regulations of Tropicana Village so that everyone in your household is up-to-date on our rules. For your convenience a copy of all of the Park Rules are available at the clubhouse.

Sincerely,

Park Manager
Tropicana Village Management