COURTESY NOTICE
[Attorney review: delete this line before sending. Procedures differ by state and by your governing documents.]

[ASSOCIATION NAME]
[Association address]

Date: [month day, year]
To: [Owner name(s)]
Property: [street address, unit]

Dear [Owner name],

This is a friendly reminder from the board of [Association name].

On [date observed], at about [time], [name / role] observed the following at your property:
[Factual description: what, where, how much]

[Number] photos taken on [date] are attached.

Our governing documents, [Declaration / Bylaws / Rules and Regulations], [Article/Section _____], say:
[Short quote or summary of the rule]

We ask that this be corrected within [_____ days] of the date of this letter. If it has already been taken care of, or if there is a reason it cannot be, please let us know and we will update our records.

If you would like to talk it through, contact [name] at [phone / email] by [date].

Thank you for helping us keep the community a good place to live.

Sincerely,
[Name, title]
On behalf of the Board of Directors

Sent on [date] by [delivery method required by your documents].

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FORMAL NOTICE OF VIOLATION
[Attorney review: delete this line before sending. Procedures differ by state
  and by your governing documents.]

[ASSOCIATION NAME]
[Association address]

Date: [month day, year]
To: [Owner name(s)]
Property: [street address, unit]

Dear [Owner name],

We wrote to you on [date of courtesy notice] about the following condition at
  your property. It has not been corrected.

Governing document reference: [Declaration / Bylaws / Rules],
                        [Article/Section _____]
Rule: [Short quote or summary]

Observed on [date], at about [time], by [name / role]:
[Factual description]

[Number] photos taken on [date] are attached.

You are required to correct this within [_____ days] of the date of this notice,
  by [what must be done].

If it is not corrected by [date], the association may
  [remedy provided in Section _____ of your documents, filled in only if your
  documents and your state allow it].

[If your documents provide a way to respond:] You may respond in writing, or ask
  to be heard by the Board, by [date], to [name, address, email].

If the condition has been corrected, or you believe this notice is in error,
  please tell us right away at [phone / email].

Sincerely,
[Name, title]
On behalf of the Board of Directors

Sent on [date] by [delivery method required by your documents].
Proof of delivery kept: [yes / no]
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NOTICE OF HEARING
[Attorney review: delete this line before sending. Procedures differ by state and by your governing documents.]

[ASSOCIATION NAME]
[Association address]

Date: [month day, year]
To: [Owner name(s)]
Property: [street address, unit]

Dear [Owner name],

The Board of Directors will hold a hearing on the following matter:

Date and time: [month day, year, __:__ a.m./p.m.]
Place: [address and room]
Video: [link] Dial-in: [phone number] (if held by video)

Matter: Alleged violation of [Declaration / Bylaws / Rules], [Article/Section _____]
Rule: [Short quote or summary]

Prior notices: courtesy notice of [date]; formal notice of [date].

Observed on [date] by [name / role]:
[Factual description]

[Number] photos taken on [date] are attached.

You may attend and be heard, and may bring [a representative / a witness / documents, as your documents allow]. If you cannot attend on this date, contact [name] at [phone / email] by [date] to ask for another time.

After the hearing the Board may [action provided in Section _____ of your documents, filled in only if your documents and your state allow it]. You will be told the decision in writing by [date or timeframe fixed by your documents].

Sincerely,
[Name, title]
On behalf of the Board of Directors

Sent on [date] by [delivery method required by your documents].
Proof of delivery kept: [yes / no]

NOTICE OF CORRECTION / MATTER CLOSED
[Attorney review: delete this line before sending. Procedures differ by state
  and by your governing documents.]

[ASSOCIATION NAME]
[Association address]

Date: [month day, year]
To: [Owner name(s)]
Property: [street address, unit]

Dear [Owner name],

Thank you for correcting the condition described in our
  [courtesy notice / formal notice / notice of hearing] of [date].

Governing document reference: [Declaration / Bylaws / Rules],
                        [Article/Section _____]

We checked the property on [date], at about [time], and found:
[Factual description of the corrected condition]

[Number] photos taken on [date] are on file.

[Status of any fine or charge, only if your documents provide for one: _____]

This matter is closed and has been recorded in our files. If the condition
  returns,
  [the association may begin the process again, as your documents allow].

Sincerely,
[Name, title]
On behalf of the Board of Directors

Sent on [date] by [delivery method required by your documents].
Proof of delivery kept: [yes / no]

VIOLATION LOG
[ASSOCIATION NAME] Year: _____ Kept by: _____

Date	Unit	Section	Notice sent	Method	Cure date	Status

Notice sent: [courtesy / formal / hearing / closing]
Status: [open / cured / hearing set / closed]
Reviewed by the Board on: _____ Minutes reference: _____