

DATE

NAME

STREET

CITY, STATE ZIP

You are hereby notified that a complaint has been made against you (or your tenants) for the alleged violation of the following rules and regulations of the Association:

INSERT VIOLATION HERE

You are requested to immediately cease and correct any of the above violations within ten (10) days from the date of this letter. If you wish to contest the alleged violation and avoid imposition of charges, you must request a hearing before the Board of Directors in writing within five (5) days from the date of this letter. If you request a hearing, complete the bottom portion of this letter and return a copy. The Board of Directors or its agent will send you a certified return receipt notice stating the hearing time and place. Alternatively, if you elect to cease and correct the violation within ten (10) days, please send a copy of this letter to the Board of Directors noting that the violation has been stopped or corrected. If you fail to respond to this letter and the violation persists, you may be assessed rules violation charges of up to Ten Dollars (\$10.00) per day for a continuing violation or up to Fifty Dollars (\$50.00) for each single violation without further notice. The Association may also suspend your right to vote and use facilities or nonessential services offered by the Association.

Sincerely,

Board of Directors

cc: Lot Owner File

Return to: Cabell's Mill Community Association
c/o Sequoia Management
13998 Parkeast Circle
Chantilly, VA 20151-2283

Name: _____

Address: _____

_____ I hereby request a hearing before the Board to contest the violation.

_____ I have ceased and/or corrected the violation and will refrain from further violations.

Signature

Date