

Coastal Wild Wood Property Owners Association
(Mailing address for association)
(Telephone and fax numbers)
Date: _____

Dear _____:
This letter is being written at the direction of the Board of Directors of the **Coastal Wild Wood Property Owners Association**. As a member you are obligated to abide by certain predetermined Rules and Regulations as found in the association's Governing Documents.

We regret to advise you that the following item/s identified below is not in compliance with the requirements of the _____ Homeowners Association's Documents.

Inspection Date: _____
Violation: _____
Action Needed: _____
Required Compliance Date: _____

We request that you be in compliance with the Homeowners Association's Documents so that no further action is necessary.

Your cooperation in completing the item/s noted above would be greatly appreciated by your association and your neighbors and will help maintain an aesthetically pleasing community, which in turn keeps real estate values high.

Thank you in advance for your anticipated cooperation in this matter.
Sincerely,

COASTAL WILD WOOD PROPERTY OWNERS ASSOCIATION

_____, Board President