



Sunwest Homeowners Association, c/o MSI LLC, 11002 Benton Street, Westminster, CO 80020-3200
(current date)

John or Joan Homeowner
123 Sunwest Dr.
Erie, CO 80516

First Fine Letter
Re: (violation type)

Dear Homeowner,

The Board of Directors was notified that on (date or dates) you were in violation of the Declaration of Covenants, Conditions and Restrictions for Sunwest Subdivision as listed below:

***Notice that violation is still not corrected. (violation date(s) with description)**

Since this violation occurred within six months of the previous notice of violation(s) dated (date(s)); therefore a \$50.00 fine will be imposed. Your prompt resolution of this issue will be appreciated. If you correct the violation within seven days of this notice, and pay the fine, you should respond to let us know the matter is taken care of. If you feel this violation was attributed to you in error, or if you need more time to correct the violation, you must start the hearing process within seven days of this notice. The instructions on how to request a hearing in response to a fine are given in the attached Violation Hearing Process sheet.

If the violation is not corrected within 7 days, or if it is repeated within 6 months, you will be subject to additional fines as shown below. If you have any questions contact Christopher Alcon, Community Manager for Sunwest HOA, at 720-974-4129.

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|------------------------------|-----------------|
| First Offense | Written warning |
| Second Offense | \$50.00 |
| Third Offense | \$100.00 |
| Fourth & Successive Offenses | \$150.00 |

Sincerely,

Christopher Alcon
Community Manager for
Sunwest HOA Board of Directors