



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

(current date)

Jim or Judy Homeowner
123 Sunwest Dr.
Erie, CO 80516

Friendly Reminder 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:

*** (violation date(s) with description)**

Your prompt resolution of this issue will be appreciated. If you correct the violation within seven days of this notice you should respond to let us know the situation 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 violation notice are given in the attached Violation Hearing Process sheet.

If the violation is not corrected within 10 days, or if it is repeated within 6 months, you may be subject to a fine of \$50. If you have any questions contact Christopher Alcon, Community Manager for Sunwest HOA, at 720-974-4129.

Sincerely,

Christopher Alcon
Community Manager for
Sunwest HOA Board of Directors