



Covenant Enforcement Materials

May 24, 2024

Covenant Enforcement Process Documents

Document:	Intended Audience:	Content:
Overview	<ul style="list-style-type: none"> • Board of Directors • Property Manager 	Introduction to the covenant enforcement process for Cypress Falls at the Woodlands (rationale, potential benefits, shared responsibility, etc.)
Common Violations:	<ul style="list-style-type: none"> • Board of Directors • Property Manager 	Separate lists of the most common curable and non-curable violations <i>(Note that other violations may occur for failure to adhere to the community's governing documents.)</i>
Handling Procedure for Violations	<ul style="list-style-type: none"> • Property Manager 	Explanation of how violations escalate through the process and information on the purpose and timing of each covenant enforcement letter
Violation Escalation: Covenant Enforcement Letters	<ul style="list-style-type: none"> • Property Manager • Board of Directors 	Flow diagram illustrating sequencing of covenant enforcement letters
Covenant Enforcement Letters	<ul style="list-style-type: none"> • Property Manager • Impacted Owner 	Templates for each of the seven (7) letters that may be used in the covenant enforcement process
Covenant Committee Standard Operating Procedure	<ul style="list-style-type: none"> • Covenant Committee 	Procedural information for conducting a hearing of the Covenant Committee
Covenant Committee Hearing Report	<ul style="list-style-type: none"> • Covenant Committee • Board of Directors • Property Manager • Impacted Owner 	Template for form to be completed by the Covenant Committee at the conclusion of each hearing
Report of Violation	<ul style="list-style-type: none"> • Owners 	Template for form used by an Owner to report a violation
Vote on Imposing Fine / Suspension	<ul style="list-style-type: none"> • Board of Directors 	Template for form used by Board to record vote on imposing a fine / suspension resulting from a violation

Overview: Covenant Enforcement Process

The objective of the covenant enforcement process established for Cypress Falls at the Woodlands is to assist the Board of Directors in fulfilling its responsibility to enforce Owner compliance with the various governing documents established for the community.

Adopted by the Board of Directors in May, 2024, this covenant enforcement process:

- Helps to ensure Owner compliance in an open, fair, consistent, and systematic manner
- Begins with an effort to engage the impacted Owner in working to remedy a violation, while also providing the Board of Directors with the tools needed to protect the property values and appearance of the community
- Distinguishes between and makes provision for dealing with both:
 - **A curable violation** — A violation that is ongoing, such as a violation of our architectural guidelines or a dirty driveway or walkway

And

- **A non-curable violation** — A violation that has occurred but is no longer ongoing, such as failure to pick up after a dog or using the facilities after hours
- Complies with current Florida Statutes (specifically, 720.305)
- Protects the rights of all parties involved
- Provides an impacted Owner with the right to be heard

The covenant enforcement process is intended to be used in conjunction with regular, positive, proactive communications with all Owners regarding the benefits of following each of the guidelines set out in our governing documents. The Board of Directors and the Property Manager are encouraged to continue their efforts in detailing the activities being undertaken to protect and enhance the value of the community's assets, as well as to reinforce the idea that all Owners also have the responsibility to do their part.

Throughout the process, the Board of Directors will provide the Property Manager with guidance as to the degree of enforcement required, the frequency of inspections, the categorization of additional violations (that is, curable vs. non-curable), and, in some cases, whether use of the covenant enforcement process is actually called for (for example, making a simple phone call could resolve a potential violation situation). The Board of Directors may find it necessary to revisit and adjust various elements from time to time to ensure that the covenant enforcement process is achieving its desired effect.

Common Violations: Non-curable Violations

The following is a list of only the most common non-curable violations. Others may occur due to violations of our governing documents: *The Declaration of Covenants, Conditions, and Restrictions for Cypress Falls at the Woodlands* (the CC&Rs), the *Architectural Guidelines*, and the *Rules and Regulations*.

Note that for every non-curable violation, a "Violation Notice" letter is sent. After a second occurrence of that same violation or if the violation is not corrected within seven (7) days, as appropriate, a "Covenant Committee Hearing" letter is sent.

- Trash/recycling container out beyond approved time
- Hurricane shutters installed before June 1st or after November 30th
- Unallowed shutters installed more than 7 days before or after hurricane
- Unallowed outside decorative item
- Unallowed garden sign
- Holiday and/or religious lights or decorations beyond permitted timeframe
- Improper display of flag
- Non-conforming bulbs in garage coach lights
- Illegal fence
- Improper mailbox
- Parking on grass
- Improper storage of outdoor furniture
- Tampering with the irrigation system
- Disturbing the Preserve area (cutting, removing from, throwing into, etc.)
- Excessive number of pets
- Unleashed pet
- Unregistered golf cart
- Golf cart driven on grass or sidewalks
- Underage golf cart driver
- Golf cart stored outdoors overnight
- Overnight parking at Amenity Center without permit
- Unallowed vehicle parked in driveway
- Excessive noise
- Placement of sign on Common Area without approval
- Pet in pool area
- Failure to pick up after pet
- Prohibited behavior at Amenity Center (smoking, roughhousing, running, etc.)
- Unauthorized Owner or guest(s) at Amenity Center after hours

Common Violations: Curable Violations

The following is a list of only the most common curable violations. Others may occur due to violations of our governing documents: *The Covenants, Conditions, and Restrictions for Cypress Falls at the Woodlands* (the CC&Rs), the *Architectural Guidelines*, and the *Rules and Regulations*.

Note that for every curable violation, a "Friendly Reminder" letter is sent when the violation is first recorded. If the violation is not corrected within seven (7) days, a "First Notice of Violation" letter is sent.

- Coach lights (garage fixtures)
- Curbing
- Dirty driveway or walkway (*not* sidewalk)
- Door painting (garage or entryway)
- Driveway sealing
- Entryway screening
- Lanai / patio extension
- Landscaping (trees, shrubbery, plants)
- Landscape lighting
- Ornament on outside wall
- Roof repair or replacement
- Screened garage doorway
- Stone in garden beds w/o curbing

Handling Procedure for Violations

The Board of Directors for the Cypress Falls at the Woodlands Homeowners' Association (HOA) has the responsibility to enforce the governing documents for the community, including the *Declaration of Covenants, Conditions, and Restrictions for Cypress Falls at the Woodlands* (the CC&Rs), architectural guidelines, and the HOA's rules and regulations. In accordance with the Florida Statutes (Section 720.305), the Board of Directors may levy reasonable fines, suspend access to community areas and facilities, and/or suspend voting rights for violations of the governing documents.

To facilitate the enforcement process, the Property Manager will perform a covenant enforcement inspection of the entire community at least monthly. The outside of every home will be visually inspected for compliance with the governing documents. After the inspection is completed, the necessary violation letters will be printed and mailed.

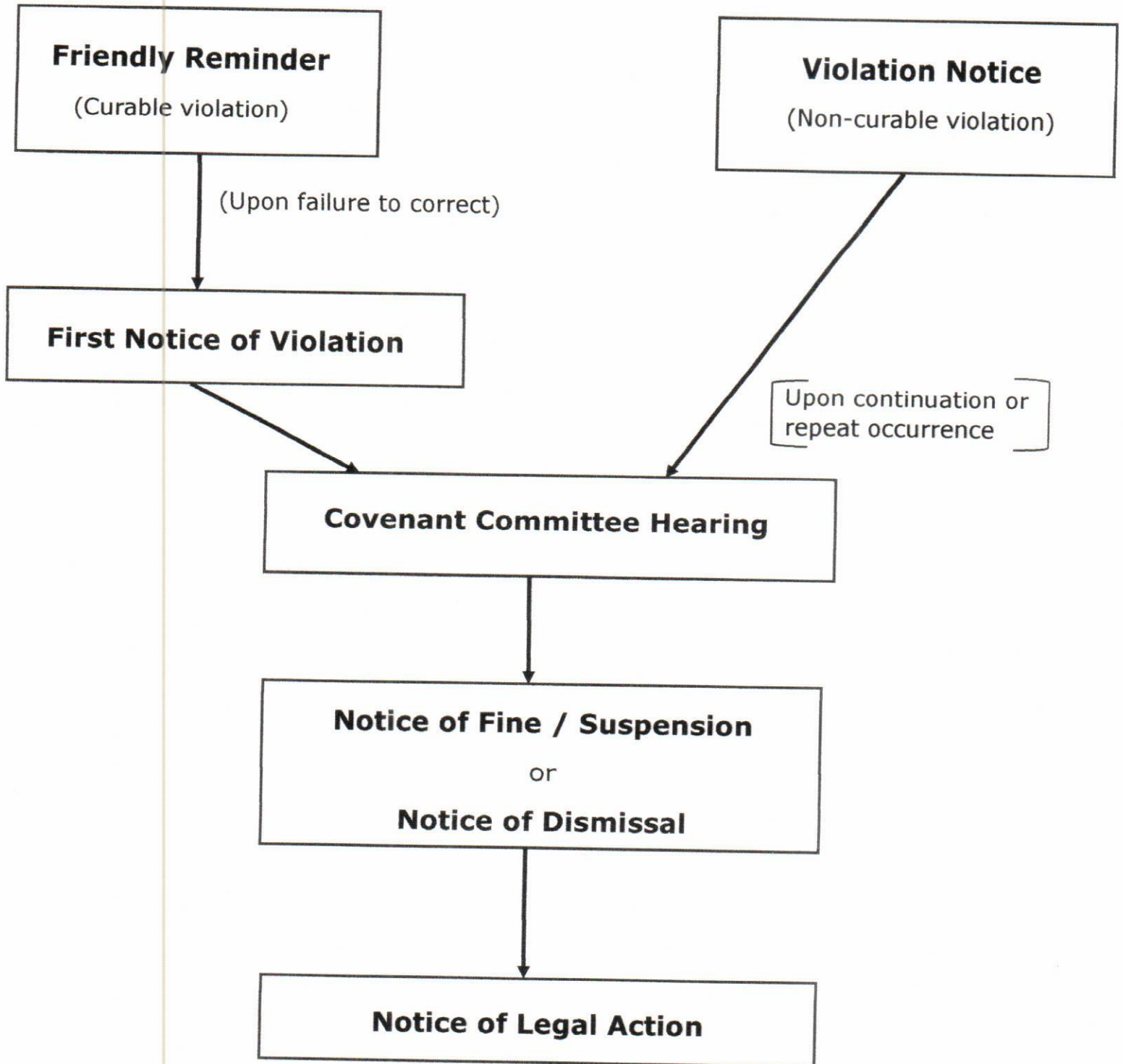
Violations may also be reported by the Board of Directors, members of the Architectural Review Committee (ARC), and individual Owners. In such cases, the Property Manager, in consultation with the Board of Directors as needed, will determine which, if any, violation letter(s) should be issued.

At least monthly, all open violations will be reviewed by the Property Manager, and then either escalated or closed, as appropriate, using the Caliber Anywhere application. A report of open violations will also be prepared and made available to the Board of Directors.

Violations escalate as follows:

- **Step 1:** Using the appropriate list of curable or non-curable violations and/or the Property Manager's discretion, either:
 - "Friendly Reminder" letter sent for a **curable violation** (such as a violation of our architectural guidelines or a dirty driveway or walkway).
 - "Violation Notice" letter sent for a **non-curable violation** (such as a resident using facilities after hours or a resident not picking up after his/her dog). Note that a second occurrence or a continuation of this same violation is followed by **Step 3**.
- **Step 2:** "First Notice of Violation" letter sent if the curable violation is not corrected within seven (7) days.
- **Step 3:** "Covenant Committee Hearing Notice" letter sent if the violation is not corrected within fourteen (14) days of "First Notice of Violation" letter (curable violation) **or** if the violation noted in the "Violation Notice" letter occurs again or is not corrected within seven (7) days (non-curable violation). This letter provides the Owner with the statutory fourteen (14) days' notice of the hearing.
- **Step 4:** The formal Covenant Committee Hearing determines whether to confirm or reject the fine and suspension proposed by the Board of Directors:
 - If confirmed — "Notice of Fine / Suspension" letter sent
 - If rejected — "Notice of Dismissal" letter sent
- **Step 5:** If necessary, "Notice of Legal Action" letter sent.

Violation Escalation: Covenant Enforcement Letters





Covenant Committee

Standard Operating Procedure

Board Approved: 05/22/2024

Revised: 05/04/2024

Introduction

Per the Florida Statutes — specifically 720.305 (2) (c) — “the role of the committee is limited to determining whether to confirm or reject the fine or suspension levied by the board.” Therefore, the Covenant Committee meets when:

1. The Board of Directors determines that an alleged violation of the governing documents should be set for a hearing before a fine and/or suspension is levied. Governing documents include the *Declaration of Covenants, Conditions, and Restrictions for Cypress Falls at the Woodlands* (the CC&Rs), the *Architectural Guidelines* and the *Rules and Regulations* established for the Cypress Falls at the Woodlands Homeowners’ Association (HOA).
2. The Owner involved with the alleged violation has been provided with at least fourteen (14) days written notice of the hearing date via U.S. Mail.
3. Cypress Falls Owners are notified of the hearing in the same manner as they are notified of a Board of Directors meeting.

Covenant Committee Hearings

Attendees and Policies

The presence of three (3) Covenant Committee members constitutes a quorum for the purpose of conducting a hearing. The Owner has a right to attend the hearing by telephone or other electronic means, to be represented by an attorney, and to present fact witnesses. All fact witnesses (and **only** fact witnesses) are subject to sequestration, and **may** be excluded from the hearing until called upon to present testimony.

The Owner associated with the alleged violation, the Owner’s attorney, called witnesses, representatives of the HOA, and members of the Covenant Committee have the right to be heard when recognized by the committee’s Chairperson or Presiding Officer. Note that, unlike a Board of Directors meeting, there is **no** opportunity for other Owners to speak.

Hearing Procedure

1. The representatives of the HOA first present the alleged violation, any witnesses, and any evidence supporting the existence of a violation.

At this time the Owner and or the Owner’s attorney may review material or evidence submitted by the HOA. The representatives of the HOA will provide copies of any supporting material or evidence for such review.

2. The Owner and/or the Owner’s attorney may now defend the allegation.

The Owner and/or the Owner’s attorney may question any of the evidence and testimony presented by the representatives of the HOA, raise factual or legal defenses, and request that fact witnesses be called.

The members of the Covenant Committee are also permitted to ask questions of the representatives of the HOA, the Owner, the Owner's attorney, and any fact witnesses provided by the Owner.

Deliberations and a Decision

After the HOA and the Owner have presented information regarding the alleged violation, the Covenant Committee members present at the hearing must decide whether to confirm or reject the fine and/or suspension levied by the Board of Directors. This decision must be announced at the conclusion of the hearing.

In their deliberations, members of the committee must consider the following:

- The alleged violation must clearly violate the **existing** CC&Rs, the **existing** architectural guidelines, or the **existing** rules and regulations established for the HOA. That is, the committee cannot create policy for the HOA by confirming a fine and/or suspension for something it believes **should** constitute a violation or **could** be a benefit to the community.
- The HOA has the burden of proving its case by at least a preponderance of the evidence.
- The decision of the committee must be based **only** on a review of the oral, written, and visual evidence presented at the hearing. The decision **must not** be based on any:
 - "Independent" knowledge that a committee member has
 - First-hand knowledge of the alleged violation by a committee member
 - Independent observation of the alleged violation by a committee member

If by majority vote (that is, at least a 2-1 vote) members of the Covenant Committee present at the hearing find that a violation:

- **Has occurred** and, if so, has occurred over a specified number of days, the Board of Directors is empowered to impose a fine and/or suspension
- **Has not occurred**, no fine and/or suspension can be imposed on the Owner

Required Reporting

The Covenant Committee Chairperson must ensure that a written report of each hearing and its findings is submitted to the Board of Directors. To ensure that all necessary hearing information is collected, the report **must** use the template provided by the Board of Directors (that is, the template entitled *Covenant Committee Hearing Report*).

Note: In the event that the committee finds that a violation has occurred, the Chairperson should also recommend that the Board of Directors place a vote to impose a fine and/or suspension on the agenda for the next duly noticed meeting of the Board.

The impacted Owner must be provided with a copy of the completed *Covenant Committee Hearing Report* within seven (7) days and at no charge. Copies of the report must also be delivered to the Board of Directors and the Property Manager.

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Covenant Committee Hearing Report

Case ID: _____

Owner name: _____

Owner address: _____

Did the Owner receive 14 days' notice of the Covenant Committee Hearing? _____

Were the date, time, and location of the Covenant Committee Hearing duly noticed to the HOA? _____

A Hearing was held on (date) _____ at (time) _____ in (location) _____

Did the Owner attend? : YES NO

If the Owner attended: In person? _____ Electronically? _____ With an attorney? _____ With witnesses? _____

Alleged violation: *(Supporting documentation attached)*

Summary of material facts presented at the hearing: *(Attachments if required)*

• By the HOA:

• By the Owner:

By majority vote, the Covenant Committee made the determination to:

Confirm to the Board of Directors that the violation existed and that the violation occurred for _____ days.

Recommend that a Notice of Dismissal letter be sent to the Owner.

Vote tally: #_____ to confirm. #_____ to recommend that Notice of Dismissal be sent.

Committee Members attending:

Printed name: _____ Title: _____ Signature: _____

Prepared by (name and title): _____

Date submitted to Board of Directors: _____



Report of Violation

Your name (Print): _____ Date: _____

Address: _____

Phone: _____ Email: _____

Date of violation: _____ Time of violation: _____

*** If you need more space to provide information, please attach a separate sheet. ***

Location of violation (Please be specific – house number, sidewalk, Common Area, etc.):

Who is involved? (Name? Description? House number?): _____

Description of violation (Please attach photo if available): _____

Name and address of each witness (if any):

Your signature (required): _____

Submit completed form to the Property Manager. You may be contacted for additional information.

2605 Arugula Drive
North Port, FL 34289
Office: (941) 426-9090



Board of Directors

Vote on Imposing Fine / Suspension

Case ID: _____

The Board of Directors has carefully reviewed the information provided in the *Covenant Committee Hearing Form* provided for the hearing related to the Case ID referenced above and held:

On (date) _____ at (time) _____ in (location) _____

Based on the result of that hearing and as allowed by Florida Statute 720.305, the Board of Directors has, by majority vote, decided:

To impose a fine of \$100.00 per day for a total of _____ days. (Total fine: \$_____)

To suspend access to community common areas and facilities for _____ days.

Against imposing a fine and/or suspension for the following reason: _____

This vote was taken at the duly noticed Board of Directors meeting held:

On (date) _____ at (time) _____ in (location) _____

Vote tally: # _____ In favor of fine / suspension # _____ Against fine / suspension

Board Members voting:

Printed name:

Title:

Signature:

President

Vice President

Secretary

Treasurer

Member



FRIENDLY REMINDER – COVENANT ENFORCEMENT

[LastVActionDate]

[Recipient]
[MailingAddress 1] [MailingAddress 2]
[MailingCity], [MailingState] [MailingZip]

RE: [UnitAddress1] [UnitNumber]

Dear [Recipient]:

One of the desires of every homeowner is to preserve the value of their home. "Curb appeal" in the community is therefore very important. Your Homeowners' Association is here to help maintain a great community appearance by surveying the exterior of every home for compliance with our governing documents, which include *The Declaration of Covenants, Conditions, and Restrictions for Cypress Falls at the Woodlands* (the CC&Rs), the *Architectural Guidelines*, and the *Rules and Regulations*.

Following a recent inspection of the community, it appears that your property is in violation of the governing documents. On behalf of the Board of Directors, we are seeking to help you remedy this violation before any further action is required. Therefore, to help us in our efforts to preserve the appearance of our community, we request your cooperation in addressing the following:

[ViolationActionRequired]

We request that you remedy the above item(s) within seven (7) days of receipt of this notice. If you cannot comply with this request in the time allotted, or feel that this request is unwarranted or unfair, you have the right to contact the Property Management office. To do so, you must submit a letter in writing to **[AssignedInspectorEmail]** or by mail to **[ClientName], c/o Access Management, [ClientAddress1], [ClientAddress2], [ClientCity], [ClientState] [ClientZip]**. Upon receipt, a representative of the HOA will contact you regarding your letter.

Sincerely,
[ManagerName]
Licensed Community Association Manager
On Behalf of the Board of Directors

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COVENANT ENFORCEMENT – FIRST NOTICE OF VIOLATION

[LastVActionDate]

[Recipient]

[MailingAddress 1] [MailingAddress 2]

[MailingCity], [MailingState] [MailingZip]

RE: [UnitAddress1] [UnitNumber]

Dear [Recipient]:

You were previously notified via a "Friendly Reminder" letter that your property is in violation of the governing documents for Cypress Falls at the Woodlands in the following manner:

[ViolationActionRequired]

As of the date of this letter, the violation has not been corrected. Unless this violation is corrected within fourteen (14) days, per the Florida Statutes (§ 720.305; excerpt included as page 2 of this letter) you will be notified of (and invited to attend) a hearing of the Covenant Committee, at which time this violation will be reviewed. At the conclusion of that hearing, the Covenant Committee will make a recommendation to the Board of Directors as to whether the Board should levy a fine of \$100.00 per day for each day of the continuing violation (to a maximum of \$1,000.00) and suspend your right to access Homeowners' Association (HOA) common areas and facilities. The Board would regret having to take this action, and urges you to remedy the violation immediately.

To avoid this hearing of the Covenant Committee, it is your responsibility to provide written notice and proof that the violation has been corrected. To ensure that your property is in compliance, a final inspection will take place after you submit such correspondence and evidence.

To submit notice and proof of correction, or should you have any questions regarding this matter, you must submit a letter in writing to **[AssignedInspectorEmail]** or by mail to **[ClientName], c/o Access Management, [ClientAddress1], [ClientAddress2], [ClientCity], [ClientState] [ClientZip]**. Upon receipt, a representative of the Homeowners' Association (HOA) will contact you regarding your letter.

Sincerely,

[ManagerName]

Licensed Community Association Manager

On Behalf of the Board of Directors

Excerpt from the Florida Statutes Section 720.305

(2) The association may levy reasonable fines. A fine may not exceed \$100 per violation against any member or any member's tenant, guest, or invitee for the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association unless otherwise provided in the governing documents. A fine may be levied by the board for each day of a continuing violation, with a single notice and opportunity for hearing, except that the fine may not exceed \$1,000 in the aggregate unless otherwise provided in the governing documents. A fine of less than \$1,000 may not become a lien against a parcel. In any action to recover a fine, the prevailing party is entitled to reasonable attorney fees and costs from the nonprevailing party as determined by the court.

(a) An association may suspend, for a reasonable period of time, the right of a member, or a member's tenant, guest, or invitee, to use common areas and facilities for the failure of the owner of the parcel or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association. This paragraph does not apply to that portion of common areas used to provide access or utility services to the parcel. A suspension may not prohibit an owner or tenant of a parcel from having vehicular and pedestrian ingress to and egress from the parcel, including, but not limited to, the right to park.

(b) A fine or suspension levied by the board of administration may not be imposed unless the board first provides at least 14 days' notice to the parcel owner and, if applicable, any occupant, licensee, or invitee of the parcel owner, sought to be fined or suspended and an opportunity for a hearing before a committee of at least three members appointed by the board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. If the committee, by majority vote, does not approve a proposed fine or suspension, the proposed fine or suspension may not be imposed. The role of the committee is limited to determining whether to confirm or reject the fine or suspension levied by the board.



COVENANT ENFORCEMENT – VIOLATION NOTICE

[LastVActionDate]

[Recipient]
[MailingAddress 1] [MailingAddress 2]
[MailingCity], [MailingState] [MailingZip]

RE: [UnitAddress1] [UnitNumber]

Dear [Recipient]:

On **[ViolationDate]**, you were in violation of the following rule or regulation established for the Cypress Falls at the Woodlands community and approved by its Board of Directors:

[ViolationDescription]

Should this violation either be repeated or not be remedied within seven (7) days, as appropriate, you will be notified of (and invited to attend) a hearing of the Covenant Committee, at which time you may be subject to a fine and your right to access Homeowners' Association (HOA) common areas and facilities may be suspended. While the Board would sincerely regret having to take such action, the Board has a responsibility to enforce the governing documents of our community.

If you need more information or feel that this request is unfair or unwarranted, you have the right to contact the Property Management office. To do so, you must submit a letter in writing to **[AssignedInspectorEmail]** or by mail to **[ClientName], c/o Access Management, [ClientAddress1], [ClientAddress2], [ClientCity], [ClientState] [ClientZip]**. Upon receipt, a representative of the HOA will contact you regarding your letter.

Sincerely,
[ManagerName]
Licensed Community Association Manager
On Behalf of the Board of Directors

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COVENANT ENFORCEMENT – COVENANT COMMITTEE HEARING NOTICE

[LastVActionDate]

[Recipient]

[MailingAddress1] [MailingAddress 2]

[MailingCity], [MailingState] [MailingZip]

RE: [UnitAddress1] [UnitNumber]

Dear [Recipient]:

You were previously notified that your property is in violation of the governing documents for Cypress Falls at the Woodlands in the following manner:

[ViolationDescription]

As of the date of this letter, you have not **[ViolationActionRequired]**. As a result, per the Florida Statutes (§ 720.305), this letter serves as your statutory fourteen (14) days' notice and advises you of the meeting of the Covenant Committee scheduled to take place at **[HearingLocation]** on **[HearingDate_Long]** at **[HearingTime]** to address your alleged violation. You are encouraged to attend this hearing and may do so in person, by phone, or by other electronic means. You have the right to be represented by an attorney and to present fact witnesses. You may also present any information you feel is appropriate for the Covenant Committee to consider regarding this violation.

At the conclusion of the hearing, the Covenant Committee will render a decision and make a recommendation to the Board of Directors as to whether the Board should impose a fine of \$100.00 per day for each day of the continuing violation (to a maximum of \$1,000.00) and suspend your right to access Homeowners' Association (HOA) common areas and facilities. A copy of that decision will be mailed to you.

We regret having to take this action and we strongly urge you to remedy the violation immediately. Your prompt attention to this matter will be greatly appreciated.

Sincerely,

[ManagerName]

Licensed Community Association Manager

On Behalf of the Board of Directors



COVENANT ENFORCEMENT – NOTICE OF FINE / SUSPENSION

[LastVActionDate]

[Recipient]
[MailingAddress 1] [MailingAddress 2]
[MailingCity], [MailingState] [MailingZip]

RE: [UnitAddress1] [UnitNumber]

Dear [Recipient]:

The Covenant Committee established for the Cypress Falls at the Woodlands Homeowners' Association (HOA) met at **[HearingLocation]** on **[HearingDate_Long]** at **[HearingTime]** to address your alleged violation of the community's governing documents. By majority vote, the committee confirmed the fine and suspension levied by the Board of Directors.

On **[BoardMeetingDate]**, the Board of Directors will hold an open meeting and vote on imposing a fine of \$100.00 per day for **[ViolationDays]**. The total amount of **[FineTotal]** will then be debited to your Cypress Falls at the Woodlands account. Florida law requires the date by which the fine must be paid to be at least thirty (30) days after delivery of the written notice of the Covenant Committee's decision. Additionally, the Board of Directors may suspend access to HOA common areas and facilities for you, as well as for any other occupants, tenants, guests, and invitees to your property.

We regret having to take this action and strongly urge you to remedy the violation immediately.

Should you have any questions regarding this matter, you must submit a letter in writing to **[AssignedInspectorEmail]** or by mail to **[ClientName], c/o Access Management, [ClientAddress1], [ClientAddress2], [ClientCity], [ClientState] [ClientZip]**. Upon receipt, a representative of the HOA will contact you regarding your letter.

Sincerely,
[ManagerName]
Licensed Community Association Manager
On Behalf of the Board of Directors

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COVENANT ENFORCEMENT – NOTICE OF DISMISSAL

[LastVActionDate]

[Recipient]

[MailingAddress 1] [MailingAddress 2]

[MailingCity], [MailingState] [MailingZip]

RE: [UnitAddress1] [UnitNumber]

Dear [Recipient]:

The Covenant Committee established for the Cypress Falls at the Woodlands Homeowners' Association (HOA) met at **[HearingLocation]** on **[HearingDate_Long]** at **[HearingTime]** to address your alleged violation of the community's governing documents. By majority vote, the committee rejected the fine and suspension levied by the Board of Directors.

Should you have any questions regarding this matter, you must submit a letter in writing to **[AssignedInspectorEmail]** or by mail to **[ClientName], c/o Access Management, [ClientAddress1], [ClientAddress2], [ClientCity], [ClientState] [ClientZip]**. Upon receipt, a representative of the HOA will contact you regarding your letter.

Sincerely,

[ManagerName]

Licensed Community Association Manager

On Behalf of the Board of Directors

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COVENANT ENFORCEMENT – LEGAL ACTION PENDING

[LastVActionDate]

[Recipient]
[MailingAddress 1] [MailingAddress 2]
[MailingCity], [MailingState] [MailingZip]

RE: [UnitAddress1] [UnitNumber]

Dear [Recipient]:

You were previously notified that a violation of the governing documents for Cypress Falls at the Woodlands exists on your property. A recent community inspection found that this violation still exists.

The Board of Directors is now forced to assume that you do not intend to remedy the violation. As a result, the Board must issue this final demand. If, within fourteen (14) days of the date of this letter, you do not remedy this violation, legal action will be taken against you. This may result in legal expenses being applied to your Cypress Falls account. This is the last notice you will receive regarding this matter prior to legal action being taken. You can avoid this action by taking the following action before the end of this fourteen-day period:

[ViolationActionRequired]

If you are unable to comply with the request within the next fourteen (14) days, or if you wish to appeal, you must submit a letter in writing to **[AssignedInspectorEmail]** or by mail to **[ClientName], c/o Access Management, [ClientAddress1], [ClientAddress2], [ClientCity], [ClientState] [ClientZip]**. Upon receipt, a representative of the Homeowners' Association (HOA) will contact you regarding your letter.

Sincerely,
[ManagerName]
Licensed Community Association Manager
On Behalf of the Board of Directors