

COTTONWOOD RIDGE HOMEOWNERS ASSOCIATION
PO BOX 1655 NORMAN OK 73070
405-329-8352

Date _____

Dear Cottonwood Ridge Owner/Resident of Building # _ Unit # _____

It has come to the attention of the Cottonwood Ridge Homeowners Association that you are in violation of 1) the First Amendment of the Declaration of Covenants and Restrictions of Cottonwood Ridge Unit Ownership Estates, and/or 2) the By-Laws of the Cottonwood Ridge Homeowners Association Inc, and/or 3) the Rules and Regulations of the Cottonwood Ridge Homeowners Association revised June 15, 2010 which apply to this community to maintain a safe and pleasant environment and allow for the efficient and proper management of the property. It is the responsibility of the owners and residents of Cottonwood Ridge to be knowledgeable of and to remain in compliance with the documents referenced above.

This letter serves as written notification that you are in violation for the following:

Fines and/or Costs

_____ **No Fine.** This notice serves as your written warning prior to issuance of a fine.

_____ **\$50.00 Fine.** This \$50.00 fine against your unit has been issued due to above outlined violation or police involvement.

_____ **\$ _____ (amount) Fine.** This \$100.00 - \$250.00 fine against your unit has been issued due to police action or damage to the common elements.

_____ **\$100.00 Fine.** This \$100.00 fine against your unit has been issued due to repeated violations.

_____ **\$ _____ costs** have been assessed by the Board of Directors for materials and labor costs Incurred by the Association as a result of your violation(s) and/or damage caused by your offenses.

Fine(s) assessed against your unit are due within 30 days of the date of this invoice and will be enforced by the Association. If you wish to protest this fine please submit written reasons to the Association within 10 days of the date of this letter and appear at the next scheduled board meeting.

Payment(s) or letter(s) of protest may be mailed to the address above or delivered to the office via the door slot. If payment or a letter of protest is not received in the office during the time allotted additional costs may be incurred.

Thank you,

Cottonwood Ridge Homeowners Association