



Dear \_\_\_\_\_ at \_\_\_\_\_,  
 Name of Home Owner, Lot Owner, or Occupant address

\_\_\_\_\_, \_\_\_\_\_ of the Greens at Loomis Trail.  
 lot # Div #

The Board appointed Violation Committee has received one or more written complaints from a Home Owner Association (HOA) member alleging you or your property is in violation of the following Governing Documents:

- Page \_\_\_\_\_, Paragraph \_\_\_\_\_, of the CC&R / Bylaws (circle one) describing:  
 \_\_\_\_\_  
 \_\_\_\_\_
- Page \_\_\_\_\_, Paragraph \_\_\_\_\_, of the CC&R / Bylaws (circle one) describing:  
 \_\_\_\_\_  
 \_\_\_\_\_

(The HOA Governing Documents (CC&Rs and Bylaws) can be viewed online at <http://loomistrailhoa.googlegroups.com>, under "Pages")

The Violation Committee has reviewed the written complaint(s), deemed it to be valid, and has received approval by the Board of Directors. Sanctions (fines) can be assessed against the home owner and/or it's occupants for violations of the governing documents in accordance with paragraph 7.6, page 15 of the Bylaws and continue such sanctions until this Notice of Violation is resolved. In accordance with the Fine Schedule dated July 20, 2007, a fine of \$\_\_\_\_\_ per incident plus a \$25 administration fee, or \$\_\_\_\_\_ per day, can and will be assessed within 30 calendar days from the date of this Notice, beginning on \_\_\_\_\_.

To resolve this alleged violation, you **must** select one of the following options, sign and date at the bottom, and either mail or deliver it to the address below within 14 calendar days from the date of this Notice. If you disagree with this Notice, then you **must** select option C to request a hearing with the HOA to contest the proposed sanction per paragraph 7.10.2, page 16 of the Bylaws.

**Options:** (Please select one, sign, date, and return to the address below within the stipulate date.)

- A.) I will cease and desist the source of the alleged violation described above.
- B.) I will cease and desist but request a hearing to request more time to perform restoration, demolition, or corrective work. A request for a hearing must be made in writing and be signed by, or on behalf of, the owner and shall contain a brief statement of planned work and reasons for an extension of time to complete the corrective work before fines are imposed. The written request for hearing must be received at the address below within 14 calendar days from the date of this Notice, or sanctions will be imposed.
- C.) I request a hearing with the Board to contest the proposed sanction (fines). A request for a hearing must be made in writing and be signed by, or on behalf of, the owner and shall contain a brief statement of any reasons known to the owner that the proposed sanction should not be imposed. The written request for hearing must be received at the address below within 14 calendar days from the date of this Notice, or sanctions will be imposed.

_____ <b>Signature of Home Owner, Lot Owner, Occupant</b>	_____ <b>Date</b>	<b>Mail To:</b> Best Real Estate Management, LLC 1006 Harris Ave. Suite 220, Bellingham, WA 98225 Phone: <b>360-733-7944</b>
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