



# The Mountain Park Ranch Homeowners' Association

«TODAY'S DATE <MM/DD/YYYY>»

«OWNER'S NAME»

«MAILING ADDRESS LINE 1»

«MAILING ADDRESS LINE 2»

«MAILING CITY-STATE-ZIP»

RE:                   Acct # «PROP ACCT #»  
                      «PROP. STREET ADDRESS»

Dear «OWNER'S NAME»:

Mountain Park Ranch is a beautiful place to live. As owners and residents, we enjoy the aesthetics of owner's lots and wonderful natural surroundings that are a significant benefit of our community. In order to maintain these benefits, the Association performs regular property inspections.

During my property inspection, I noted the following item to be in non-compliance:

**«CCR SUMMARY DESCRIPTION» - «CCR DETAILED DESCRIPTION» «CCR OWNER RESOLUTION ACTION»**

**According to Mountain Park Ranch's CC&R's - «CCR ARTICLE CITED»**

The Association requires that you correct this violation immediately. We will perform a follow-up property inspection after **fourteen (14) days** from the date of this letter. If you have any questions or need further clarification regarding this violation, please contact the Association's office to discuss, because in certain situations the Association may grant additional time for you to gain compliance without the imposition of any monetary penalties. Pursuant to A.R.S. §33-1803(C), you may submit a written response to contest this violation via certified mail to the Association within twenty-one (21) calendar days from the date of this letter.

If you fail to correct the violation in the time period provided, the Association may proceed with any of the remedies available to the Association pursuant to its CC&Rs and other Governing Documents. This includes, but is not limited to, the following:

- Assessing monetary penalties as specified in the Association's monetary penalty policy.
- The Association performing the work to correct the violation and assessing those costs to the owner.
- Providing the violation information to the Association's attorney for legal action.

Our office hours are 7:00 A.M. to 4:00 P.M., Monday through Friday. Thank you for your prompt attention to this matter.

Sincerely,

Community Association Manager

cc: file  
encl: photo  
#39 Rev 1.2018



# The Mountain Park Ranch Homeowners' Association

«TODAY'S DATE <MM/DD/YYYY>»

«OWNER'S NAME»

«MAILING ADDRESS LINE 1»

«MAILING ADDRESS LINE 2»

«MAILING CITY-STATE-ZIP»

RE: «PROP ACCT #»  
«PROP. STREET ADDRESS»

Dear «OWNER'S NAME»:

In a continuing effort to maintain the community's aesthetics and high property values, the Mountain Park Ranch Board of Directors seeks to ensure that the Association's Covenants, Conditions and Restrictions ("CC&Rs") and Rules and Regulations are enforced.

This is the **second** letter regarding the below violation. During my follow-up property inspection, I observed that the below violation continues to be present at your Lot.

**Specifically: «CCR SUMMARY DESCRIPTION» - «CCR DETAILED DESCRIPTION» «CCR OWNER RESOLUTION ACTION»**

Mountain Park Ranch's CC&Rs state: «CCR ARTICLE CITED»

If you correct this violation within **fourteen (14) days** of the date of this letter, the Association will take no further action. However, if the violation continues past the deadline, the Association will assess a \$60.00 monetary penalty against you. The Association will continue to assess a \$60.00 monetary penalty against you every **fourteen (14) days**, until you correct the violation. If applicable, the Association may perform the work necessary to resolve the violation and assess those costs to you. Further, the Association may request the Association's attorney to proceed with legal action regarding this violation. As a note, if you repeat a violation of the same nature within one (1) year after the last violation letter was sent, the Association's violation process will continue uninterrupted. If a violation of the same nature reoccurs one (1) year or more after the last violation letter was sent, the Association will consider this a new violation and will start the process from the beginning with an initial violation letter.

Pursuant to A.R.S. §33-1803(C), you may submit a written response to contest this violation via **certified mail** to the Association within twenty-one (21) calendar days from the date of this letter. You also have the right to be heard regarding the assessment of the monetary penalty at the next Board of Directors' meeting on \_\_\_\_\_ at 6:00 P.M. at the Association's office. **You must notify the Association in advance if you plan to attend the Board of Directors' meeting.**

Association's office to discuss this violation. Upon your speaking with us, and in certain situations, the Association may grant additional time for you to gain compliance without the imposition of any monetary penalties. The Association's office hours are 7:00 A.M. to 4:00 P.M., Monday through Friday. Thank you for your prompt attention to this matter.

Sincerely,

Community Association Manager

cc: file  
encl: photo  
#40 Rev 1.2018



# The Mountain Park Ranch Homeowners' Association

## «TODAY'S DATE <MM/DD/YYYY>» THIRD NOTICE

«OWNER'S NAME»  
«MAILING ADDRESS LINE 1»  
«MAILING ADDRESS LINE 2»  
«MAILING CITY-STATE-ZIP»

**Certified Letter #:** \_\_\_\_\_

RE: «PROP ACCT #»  
«PROP. STREET ADDRESS»

Dear «OWNER'S NAME»:

On behalf of the Mountain Park Ranch Homeowners Association, the Board of Directors issues this letter pursuant to the Association's Covenants, Conditions and Restrictions ("CC&Rs") and Rules and Regulations in an effort to maintain the community's aesthetics.

This is the **THIRD** letter issued to you regarding the below violation. During my most recent property inspection, I observed that the below violation continues to be present at your Lot.

**Specifically: «CCR SUMMARY DESCRIPTION» - «CCR DETAILED DESCRIPTION» «CCR OWNER RESOLUTION ACTION»**

**Because you have failed to comply with the Association's previous requests, the Association has assessed a monetary penalty of \$60.00 against you. The Association will continue to assess a monetary penalty of \$60.00 against you every fourteen (14) days that your Lot remains in non-compliance. The Association requires that you issue payment for these imposed monetary penalties to the Association's office.**

The Association may seek to collect the assessed monetary penalties in the same manner as unpaid assessments pursuant to the Association's CC&Rs. If you do not correct this violation, the Association will send the matter to the Association's attorney for legal action.

The Association and its Board would appreciate your prompt attention to this matter. We would much prefer to have you correct this violation rather than to continue to assess monetary penalties or refer the matter to legal counsel. Please contact the Association's office as soon as you have corrected this violation.

Sincerely,

Community Association Manager

cc: file  
Encl: photo  
#41 Rev 1.2018





# The Mountain Park Ranch Homeowners' Association

«TODAY'S DATE <MM/DD/YYYY>»

## FINAL NOTICE

«OWNER'S NAME»

«MAILING ADDRESS LINE 1»

«MAILING ADDRESS LINE 2»

«MAILING CITY-STATE-ZIP»

**Certified Letter #:** \_\_\_\_\_

RE:           «PROP ACCT #»  
              «PROP. STREET ADDRESS»

Dear «OWNER'S NAME»:

On behalf of the Mountain Park Ranch Homeowners Association, the Board of Directors issues this letter pursuant to the Association's Covenants, Conditions and Restrictions ("CC&Rs") and Rules and Regulations in an effort to maintain the community's aesthetics.

During my most recent property inspection, I observed that the below violation continues to be present at your Lot.

**Specifically: «CCR SUMMARY DESCRIPTION» - «CCR DETAILED DESCRIPTION» «CCR OWNER RESOLUTION ACTION»**

**Because you have failed to comply with the Association's previous requests, the Association has assessed another monetary penalty of \$60.00 against you. If you do not correct this violation or contact the Association's office within fourteen (14) days from the date of this letter, the Association will send this matter to the Association's attorney for legal action in order to gain your compliance with the CC&Rs.**

The Association requires that you issue payment for these assessed monetary penalties to the Association's office. The Association may seek to collect the assessed monetary penalties in the same manner as unpaid assessments pursuant to the Association's CC&Rs.

The community would appreciate your prompt attention to this matter. The Association and its Board would much prefer to have you correct this violation rather than send the matter to the Association's legal counsel. Please contact the Association's office as soon as you have corrected this violation.

Sincerely,

Community Association Manager

cc: file  
encl: photo  
#42 rev 1.2018