

**Pine Forest Owners Association
Notice of Governing Documents Violation
(Form Two)**

Date: _____

This Notice is to inform you of a violation of PFOA's Governing Documents.

Case #: PFOA-_____
 (e.g., PFOA-yyyy-Violation #)

Name of Owner: _____

Name of Resident (if not Owner): _____

Location of Violation: _____

Violation: _____

Governing Document Provision(s) Violated: _____

Text of Provision(s) Violated: _____

Severity of Violation: Major Minor

Violation is (choose one, both, or neither): Ongoing Repeat

Date of Violation (beginning date, for ongoing violation): _____

Time of Violation (if applicable): _____

Please correct the violation by taking the following steps:

_____ by date _____.

Once you have completed all prescribed corrective actions, please notify the PFOA Secretary (PO Box 443, Winthrop, WA 98862 or secretary@pine-forest.org), who will arrange for inspection of the site. If you do not complete the corrective actions by the specified date(s), the violation will become "ongoing" and the Board will, on the following day, begin imposing a fine at the rate of **\$50 for Minor per month** or **\$250 for Major per month**, based on the previously published fine schedule.

Sincerely,

PFOA Board President