

**Pine Forest Owners Association  
Notice of Fine for Governing Documents Violation  
(Form Six)**

Date: \_\_\_\_\_

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

Name of Owner: \_\_\_\_\_

Name of Resident (if not Owner): \_\_\_\_\_

Location of Violation: \_\_\_\_\_

Violation: \_\_\_\_\_

On date \_\_\_\_\_, PFOA issued you a Notice of Governing Documents Violation for the above matter. **[If applicable:** PFOA provided you an opportunity to be heard on date \_\_\_\_\_, after which the Board directed that you complete certain corrective actions by date \_\_\_\_\_ and advised that failure to complete such corrective actions would result in a fine.] The violation:

Was a repeat occurrence and was of  **Major** or  **Minor** severity. Corrective actions are not applicable, but the recurrence triggers a fine in the amount of  **\$50 for Minor** or  **\$250 for Major**.

Was  **Major** or  **Minor** in severity and required corrective actions that you were to complete by date \_\_\_\_\_.

The previous notice advised you that failure to complete the corrective actions as prescribed could result in imposition of a fine. The Board has confirmed that you did not complete the prescribed corrective actions by the deadline and has therefore imposed a fine of  **\$50 for minor** or  **\$250 for major**. In addition, beginning on date \_\_\_\_\_ (date when fine for ongoing violation will begin or began to accrue), the Board  **will begin** or  **has begun** imposing an additional fine of  **\$50 for Minor per month** or  **\$250 for Major per month**, based on the previously published fine schedule.

As shown on the attached invoice, payment is due in full 10 days from the date of this Notice. Late fees in the amount of \_\_\_\_\_ per month and interest at the rate of 12% per annum, compounded monthly, will begin to accrue immediately for payments postmarked after the specified due date. PFOA urges your immediate attention to this matter.

Sincerely,

\_\_\_\_\_  
PFOA Board President