

Olympus I Homeowners Association
P.O. Box 12018
Mill Creek, WA 98082-0018
www.MaysPondLiving.com

<<date>>

<<homeowners name>>
<<homeowners address>>

Re: Notice of Fine Assessment

Dear <<homeowners name>>,

It has been brought to our attention that you have initiated the following work on your OIHA property without filling out the required Architectural Application Form:

<<name of project>>

Please stop work on your project and fill out the necessary paperwork before continuing. As specified in the Olympus I Homeowners Association CC&R's and OIHA Rules & Regulations, Board approval is required in order to build a new fence, change the exterior paint color of your house, build a new deck or shed, or change the roofing material.

A \$25 fine has now been added to your account as specified in the OIHA Rules and Regulations, section 6.3a: General Fining Schedule. This fine is payable within the next 30 days. If you wish to object to the Board's determination of the violation, you may request a hearing before the Board. We have enclosed a Procedures form explaining the review process.

Photos of the violation are available at the following links. Please note that these photos will be removed after six months.

<<photo link>>

Furthermore, if the Architectural Application is not submitted and approved within the next 30 days, the next fine will double to \$50.

If you have any questions, please attend the next board meeting scheduled for <<meeting date>> to discuss the situation.

Sincerely,

The Board of Directors

Homeowner: _____

Date: _____