

PropertyWize LLC
10 Gerard Ave, Suite 203
Lutherville-Timonium, MD 21093



Return Service Requested

[Recipient_Address]

Date: [[Current_Date]]

Re: Inspection Notice

Dear Homeowner,

This letter is being written at the direction of the Board of Directors of the _____ Homeowners Association. In accordance with the declarations of _____, Section 2.2a, Exterior Appearance: Maintenance states the following: "Exterior maintenance is each homeowner's responsibility and they are required to maintain its appearance as a unit and part of the Marine Oaks II Community."

In the best interest of the community, a recent inspection was conducted on the exterior of your property and the following deficiencies were noted:

1. Fascia is damaged. Must be repaired or replaced.

Required Compliance Date: **30 days from the date of this notice**

As a member of _____ (HOA), your obligation to abide by the Bylaws, Rules and Regulations as found in the association's governing documents protects you and fellow members. In that regard, we respectfully request that you correct the deficiencies and maintain compliance with the rules so that no further costs or actions are necessary. At the direction of the board, there will be a \$ _____ non-compliance fee applied to your account that will need to be paid to the Association immediately.

Your cooperation in completing the action item(s) noted above would be greatly appreciated by the HOA and your neighbors. Your cooperation will help the community maintain an aesthetically pleasing neighborhood and allow for the real estate appreciation of the entire community.

If you have questions, comments or concerns regarding this letter, please send them to the HOA Management Team at the following email address, as the property management staff is not permitted to discuss property inspection matters over the phone: **propertywizemanagement@gmail.com**.

Thank you in advance for your prompt attention to this matter.

Sincerely,

At the Direction of the Board,