



# VIS GROUP, INC.

Professional Community Management

800-537-9619

info@vismanagement.com

vismanagement.com

8617 Martin Way East, Lacey, WA 98516

13470 Martin Luther King Jr. Way S, Renton, WA 98178

May 15, 2026

## COURTESY NOTICE

[Pictures]

**[Recipient]**

**[MailingAddress1] [MailingAddress2]**

**[MailingCity], [MailingState] [MailingZip]**

**[ClientName]**

RE: [UnitAddress1] [UnitAddress2], [UnitCity], [UnitState], [UnitZip] - Account: [AccountNumber]

**Dear [Recipient],**

As you know, our management company (VIS) conducts a monthly survey of the homes in our neighborhood. VIS notifies us of homes that appear to be in violation of the community's residential covenants. Our Compliance Committee has concluded that your home appears to be in violation [CCRPageNumber] of those covenants due to [CCRCODE] as documented by the [ViolationDate] photo above.

**"[CCRTxt]"**.

The Board requests that you correct the situation [CCRCOMMENT] within 14 days of the date of this notice. Failure to do so before the next survey may result in the imposition of a fine of \$50 and an administrative fee of \$15, with the penalty increasing in subsequent months, as authorized by Article X, Section B, of the Covenants.

You can find out more about the covenants and the enforcement process by visiting [insert].

If you feel you have received this notice in error or would like to discuss this matter, please reach out to our community management team at [info@vismanagement.com](mailto:info@vismanagement.com) or by phone at 800-537-9619.

You have a right to request a hearing with the Board prior to the imposition of any penalty, as required by Washington law. To file such an appeal, you may contact the Board through VIS at [info@vismanagement.com](mailto:info@vismanagement.com).

Sincerely,

Ken Lake Board of Directors

[ClientName]