

+Sunset Lane

Property Owners Association

1122 Sunset Lane Austin, TX 78734
(512) 974-5234
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2/21/24

Jackson Southerland
Unit P8

Dear [Homeowner's Name],

I am writing to inform you that our homeowners association (HOA) has received a complaint about the number of vehicles parked on your property, which is in violation of our rules and regulations. As you are aware, our HOA has established guidelines regarding the number of cars that can be parked on your property to ensure the safety, appearance, and accessibility of our community.

We understand that you may require additional parking space for your family or guests, but please note that the current number of vehicles parked on your property exceeds the limit set forth in our rules and regulations.

To address this issue, we request that you take the following steps:

Please remove the additional vehicle parked on your property immediately.

Ensure that you adhere to the established parking guidelines going forward to avoid any further violations.

We would appreciate your cooperation in resolving this matter as soon as possible. Please let us know what steps you plan to take to address this issue by [insert deadline]. We are available to discuss any questions or concerns you may have.

Thank you for your attention to this matter.

Sincerely,

Erin Maxfield
Sunset Lane POA Board