

Mt. Shasta Forest Property Owners' Association Inc.  
PO Box 216  
McCloud, CA 96057  
(530) 964-2111  
[msfpoa.ofcsec@gmail.com](mailto:msfpoa.ofcsec@gmail.com)

<<Date>>

<<Member Name>>

<<Lot No.>>

<<Address>>

<<Address>>

Re: NOTICE OF FINE FOR TIER 1 VIOLATION  
LETTER #3

Dear Member:

On << Date>> you were informed that a Tier 1 rule violation exists on your property. That violation is for:

<<Insert Condition>>

Such condition has gone unabated and you are being assessed a monthly fine. The base fine is \$200.00.

- [ ] This offense is the second violation of the same rule in a 12 month period and your fine is increased to \$300.00.
- [ ] This offense is the third violation of the same rule in a 12 month period and your fine is increased to \$400.00.
- [ ] This offense is the fourth or more violation of the same rule in a 12 month period and your fine is increased to \$500.00.

The fine stated above will be assessed on a monthly basis until the condition is abated. If the condition persists for more than 12 months, you may be subject to legal action. It is your responsibly to provide proof of abatement to the Board of Directors.

A statement of the amounts you owe for such fines is enclosed.

Please bring your property into compliance immediately to avoid further fines being assessed against you.

Respectfully,

Board of Directors of Mt. Shasta Forest POA

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<<Date>>

<<Member Name>>

<<Lot No.>>

<<Address>>

<<Address>>

Re: NOTICE OF FINE FOR TIER 1 VIOLATION  
LETTER #2

Dear Member:

On << Date>> you were informed that a Tier 1 rule violation exists on your property. That violation is for:

<<Insert Condition>>

Such condition has gone unabated for 20 days. You are now being assessed a fine for the condition. The base fine is \$200.00.

- [ ] This offense is the second violation of the same rule in a 12 month period and your fine is increased to \$300.00.
- [ ] This offense is the third violation of the same rule in a 12 month period and your fine is increased to \$400.00.
- [ ] This offense is the fourth or more violation of the same rule in a 12 month period and your fine is increased to \$500.00.

The fine stated above will be assessed on a monthly basis until the condition is abated. If the condition persists for more than 12 months, you may be subject to legal action. It is your responsibly to provide proof of abatement to the Board of Directors.

Please bring your property into compliance immediately to avoid further fines being assessed against you.

Respectfully,

Board of Directors of Mt. Shasta Forest POA

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<<Date>>

<<Member Name>>

<<Lot No.>>

<<Address>>

<<Address>>

Re: NOTICE OF VIOLATION – TIER 1  
LETTER #1

Dear Member:

It has come to the attention of the Board of Directors that your property has a condition that is not allowed by our rules and/or governing documents. We request that you immediately abate such condition. The condition that exists, which needs to be abated is:

<<Insert Condition>>

This condition is considered a violation of MSFPOA rules and governing documents and is subject to penalties and possible fines pursuant to MSFPOA's Schedule of Penalties and Fines. You should have received a copy of such Schedule with your annual notice. If you would like another copy, please contact the Association office. For purposes of the fines and penalties which may apply to you, the condition is considered a TIER 1 violation. Abatement is required within 20 days after this notice or you will be subject to a \$200.00 fine.

- [ ] This offense is the second violation of the same rule in a 12 month period and your fine is increased to \$300.00.
- [ ] This offense is the third violation of the same rule in a 12 month period and your fine is increased to \$400.00.
- [ ] This offense is the fourth or more violation of the same rule in a 12 month period and your fine is increased to \$500.00.

If the condition goes unabated for more than 20 days, the fine stated above will be assessed on a monthly basis until the condition is abated. If the condition persists for more than 12 months, you may be subject to legal action. It is your responsibility to provide proof of abatement to the Board of Directors.

Please bring your property into compliance with the covenants, restrictions, and rules so that we can put this matter behind us. If you require a meeting to discuss this matter, or dispute that the condition exists or is a violation, please contact the office within ten (10) days of the date of this letter to request an Enforcement Hearing on the matter.

Respectfully,