



THE PARKWOOD TERRACE IMPROVEMENT ASSOCIATION, INC.
P. O. BOX 874 / BAKER, LA 70704-0874

Date _____

Name: _____

Address: _____

State, ZIP Code: _____

SAMPLE

1st NOTICE OF VIOLATION

- ☐ PTIA Restrictions
☐ City of Baker/EBR Parish Ordinance

Prior to 1st Notice of Violation:
Make Friendly Phone Call or In-Person Visit

Dear _____:

This notice is being sent as a follow up to our **initial “friendly reminder” telephone call** from PTIA on (Day). It was observed that on (Day) your property located at (Address) was in violation of **Paragraph 4.12 Trash/b.** of the Amendment & Supplement to the Acts of Restrictions for Parkwood Terrance Subdivision:

“To ensure that no grass clippings or debris shall be dumped in the drainage system, (includes but is not limited to, pine needles, pinecones, loose limbs, etc.), and

The City of Baker/EBR Parish Ordinance Impeding Drainage/Grass Clippings, etc.) Sec. 21.1 – Impeding drainage on streets; obstruction of gutters, ditches, and drains. (See Attached Ordinance and Violations/Fines.)

The PTIA is asking that you correct this infraction ten (10) business days from the date of this letter. If after ten (10) days, no action is taken and/or if this infraction continues, PTIA will report you to the City of Baker in accordance with their Ordinances and Fines. We will gladly work with you to resolve this issue upon request.

Thank you for your cooperation and understanding of how adhering to these rules helps make our neighborhood a more beautiful and pleasant place for us to live while assisting in maintaining our property values.

Please do not hesitate to contact us if you have any questions or concerns about this matter.

Sincerely,

Eddie Young, Chairperson
Architectoral Control Committee (ACC)
Phone # _____

Attachments: PTIA Restriction 4.10 |
City of Baker Ordinance Sec. 21.1