



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

Date \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

State, ZIP Code: \_\_\_\_\_

Dear \_\_\_\_\_:

**SAMPLE**

**2<sup>nd</sup> NOTICE of VIOLATION**

☐ PTIA Restrictions

☐ City of Baker/EBR Parish Ordinance

**Impose PTIA Fines/Fees and/or  
Report Violation to City of Baker**

**Send: Certified/Return Receipt**

We are following up regarding a communication delivered to you ten (10) days ago. As you may already know, it has come to the attention of the PTIA that a violation of our Restrictions and the City of Baker Ordinance has occurred. This letter is the second formal notice of these violations.

You are legally obliged to follow the rules and regulations of our community. Non-Compliance of the **1<sup>st</sup> Notice of Violation, Paragraph 4.10 Owner Lawn Maintenance** (See Attached), has resulted in a Violation Fine of \$ \_\_\_\_\_, and a Lawn Maintenance Reimbursement Fee of \$ \_\_\_\_\_.

PTIA respectfully requests that you pay by (Date), within five (5) business days of receipt of this notice at the address indicated below. If not paid PTIA may sue for reimbursement of these costs, including reasonable attorney's fees incurred in collecting this debt (as indicated in the Amended Restrictions – Sections 4.10 Owner Lawn Maintenance, p. 11 and 5.2 Enforcement, p. 12).

Furthermore, you have been reported to the City of Baker for violation of **Sec. 21.1-Impeding drainage on streets, obstruction of gutters, and drains**. (See Attached Ordinance and Violations/Fines).

We appreciate your cooperation in resolving this issue. Do not hesitate to contact our Architectural Control Committee (ACC) to make sure you adhere to the rules in the future.

**CONTACT US IN WRITING ONLY:**

1. By USPS Certified Mail/Return Receipt at:  
ACC PTIA  
P. O. Box 874  
Baker, LA 70704-0874

Sincerely,

Eddie Young, Chairperson  
Architectural Control Committee (ACC)  
Phone # \_\_\_\_\_

Attachment: PTIA Restriction 4.10  
City of Baker Ordinance Sec. 21.1