

Date

Dunham Lake Property Owner's Association
P.O. Box 304, Highland, Michigan 48357

Between perimeter post numbers
Lot number
address

Dear Encroacher Name Here

The annual walk of the perimeter of the common areas was held on DATE HERE. During this walk a possible encroachment was discovered. We noted ENCROACHMENT DESCRIPTION

If this ENCROACHMENT is on the Common Area it is in violation of our Common Area's Management Policy <http://dunhamlake.com/rules/commonareamgmtpolicy.htm>. If you do not have internet access we can mail a copy of it to you. You should also have a copy in the papers your real estate agent gave you when you moved in.

The Encroachment Abatement Procedure requires that we write this letter, and that you respond to it in writing within 2 weeks (DLPOA must receive response DATE TWO WEEKS FROM WHEN LETTER MAILED). A telephone response is not adequate; the response must be in writing. Mail your reply to the above address. As an alternative you may send your reply via email to hallinen@yahoo.com. A response will be emailed to you upon receipt of your email. If you do not get a reply within 72 hours you should assume that we did not receive your email. It is then your responsibility to try again, either by email or regular mail. A copy of your reply, minus your name, will be posted to the encroachment report that is published on the web. Please review the Encroachment Abatement Procedure at <http://dunhamlake.com/rules/encroachmentabatement.htm>. It is your responsibility to be familiar with this document. This policy requires the DLPOA to impose fines on Lot Owners who do not comply with the Common Area Management Policy, in addition to legal action.

In your letter you must tell us that the encroachment has been resolved. You are also directed to abide by the Common Area Management Policy's rules in the future.

An encroachment report will be published in the upcoming Dunham Laker. The complete report, as submitted to the Board, will be published on the web site Dunhamlake.com. An image of your possible encroachment is on the web site. A report will also be presented at the annual meeting.

Sincerely,

Diane L. Hallinen

Greenbelt Committee

Civic Committee