

HOMEOWNER TOOLKIT

HOA Hearing Prep Kit

A Clark County homeowner's guide to responding to a landscape violation notice, preparing for a hearing, and requesting a waiver of fines.

What's inside:

- Your rights under Nevada HOA law (NRS 116.31031)
- A step-by-step response timeline
- Response-letter template you can copy
- Photo-documentation checklist
- Fine-waiver request template
- What to bring to the hearing

This kit is general information, not legal advice. Every HOA has its own CC&Rs (covenants, conditions & restrictions) and governing documents. Your specific notice, deadlines, and fine schedule come from those documents — not from this kit. For specific legal advice about your situation, consult a Nevada-licensed attorney. Mojave Match is a marketing and referral service, not a law firm.

Sources: Nevada Revised Statutes Chapter 116 (Common-Interest Ownership); NRS 116.31031 (Procedure for hearings on alleged violations). Last updated April 2026. Check your HOA's current governing documents for specific rules.

1. Your rights under Nevada HOA law

Before you panic about a violation letter, know this: Nevada law gives homeowners specific protections when an HOA alleges a violation. These are *statutory* rights — the HOA cannot waive them, and your CC&Rs cannot override them.

Written notice and the chance to be heard

Under NRS 116.31031, before an HOA can impose a fine for an alleged violation, the association generally must:

- Provide you **written notice** of the alleged violation,
- Give you a **reasonable opportunity to cure** the violation (unless the violation threatens health or safety),
- Offer you the right to attend a **hearing** before the HOA executive board or a committee, and
- State the fine amount and the basis for the violation in writing.

Fine caps under Nevada law

NRS 116.31031 also caps how much an HOA can fine you for most violations:

Per violation	\$100 maximum
Per hearing (aggregate)	\$1,000 maximum
Continuing violations	Each day may be treated separately, but the per-hearing cap still applies
Health, safety, or welfare	Exceptions apply — caps may not apply to violations that threaten health or safety

Your right to access HOA records

Under NRS 116.31175, you have the right to request and inspect the HOA's books and records, including the minutes of the meeting at which your violation was discussed. If the HOA refuses to show you the records, note that for the hearing — it's relevant.

Your right to appeal to the Nevada Real Estate Division

If you believe the HOA has violated NRS 116 or its own governing documents, you can file a complaint with the Nevada Real Estate Division's Common-Interest Communities and Condominium Hotels Program. More information: red.nv.gov/Content/CIC.

2. Your response timeline

Most HOA violation escalations follow the same pattern. Here's how to stay ahead of it.

Day 0	Courtesy letter arrives.	Read it carefully. Note the specific violation, the cited CC&R section, and the correction deadline. Photograph the condition that triggered the notice (time-stamped).
Day 1–3	Decide your path.	Options: (a) fix it yourself, (b) hire a pro, (c) dispute the violation, (d) request an extension. You can often do more than one — for example, start the fix AND request an extension.
Day 3–7	Send a written response.	Even if you're correcting the violation, send a written response acknowledging receipt and stating your plan. This creates a paper trail and often prevents escalation.
Day 7–20	Complete the correction.	Do the work or schedule a pro. Keep receipts and photograph the work-in-progress and completed state (time-stamped).
Day 20–30	Send completion notice.	Send the HOA a written notice of completion with photos of the corrected condition. Request confirmation in writing that the violation is resolved.
If fined	Request a hearing.	You have the right to a hearing. Request it in writing within the window stated in the notice (often 30 days). Bring this kit.

If your deadline is tight. If you got a 10-day or 14-day notice and can't reasonably correct the violation in that window, write a short extension request immediately (Day 1–3) and send it certified mail or email with read receipt. HOAs commonly grant 30-day extensions when the homeowner shows good-faith effort.

3. Response letter template

Copy and customize this letter. Replace the items in [brackets] with your specific information. Send the letter by certified mail (return receipt) or email to the HOA address listed in your violation notice. Keep a dated copy.

[Your Name]
[Your Address]
[City, NV ZIP]
[Your Email] · [Your Phone]

[Date]

[HOA Community Name]
c/o [HOA Management Company]
[HOA Management Address]

Re: Violation Notice dated [date], reference #[case/violation number]

Dear Board / Management Company:

I received the violation notice referenced above concerning the alleged [brief description, e.g. "overgrown weeds in the front-yard gravel area"] at my property on [date]. I am writing to confirm receipt and to respond as required.

1. ACKNOWLEDGMENT

I acknowledge receipt of the notice. I have reviewed the CC&Rs section cited [§ number, if listed in the notice] and understand the concern.

2. MY PLAN

[Choose the path that applies and delete the others]

- (a) I am correcting the violation. I plan to [specific action, e.g. "have the weeds cleared and apply pre-emergent treatment"] by [target date, within the notice window]. I will send photo documentation upon completion.
- (b) I am requesting a reasonable extension of [14 / 30] days because [reason – e.g. "the soonest appointment with a licensed landscaping contractor is [date]"]. I have already [initial action taken]. Photos attached.
- (c) I respectfully dispute this violation because [reason]. I request a hearing under NRS 116.31031 and the right to present the evidence attached to this letter.

3. REQUEST FOR CONFIRMATION

Please confirm in writing (email is acceptable) that you have

received this response and that my plan is acceptable. If you believe my plan is insufficient, please respond with specifics so I can adjust.

Thank you for your time.

Sincerely,

[Your signature]

[Your printed name]

Enclosures: [Photos of current condition, contractor estimate, etc.]

Pro tip: Send this letter by certified mail with return receipt AND email a PDF copy to the management company. The certified mail gives you a dated receipt; the email gives you a timestamp the HOA cannot credibly deny.

4. Photo documentation checklist

Photos are the single most important evidence in an HOA hearing. They show what was there, when, and how it was corrected. Bring printed and digital copies to any hearing.

Before corrections

- Wide shot of the front of the property showing the general condition.
- Close-up of the specific area cited in the violation notice.
- Street-view shot showing context (is the condition actually visible from a common area?).
- A shot that includes a recognizable landmark (house number, mailbox) to prove the location.
- Time-stamped (enable date/location stamps on your phone camera).

During the work

- Photo of contractor on-site (if using a pro).
- Contractor's business card, estimate, or license number visible.
- Work-in-progress shots at multiple stages.
- Any permits or rebate documents (if applicable).

After corrections

- Wide shot of the corrected condition (same angle as "before").
- Close-up of the specific cited area, now resolved.
- Photos of receipts / invoice from contractor, or materials purchased.
- Signed contractor completion certificate, if available.
- Time-stamped (the "after" date is your proof of cure).

Storage tip. Put all photos in a single folder named *HOA-[case number]-YYYY-MM-DD*. Keep the originals untouched. Make a second folder with resized JPG copies (1200px wide) that you can easily email or print for the hearing.

5. Fine-waiver request template

If fines already started accruing before you corrected the violation, you can request a waiver. Boards commonly grant waivers when the homeowner corrected the violation in good faith, especially on a first offense.

[Your Name]
[Your Address]
[City, NV ZIP]

[Date]

[HOA Community Name]
c/o [HOA Management Company]

Re: Request for waiver of fines, violation #[number]

Dear Board:

I am writing to request a waiver of the fines accrued in connection with violation notice #[number], dated [date of original notice].

FACTS

- The violation concerned [brief description].
- I corrected the violation on [date], within [X] days of receipt of the initial notice.
- Photo documentation of the corrected condition was provided to the management company on [date].
- This is my [first / second] violation in [X] years of ownership.

BASIS FOR WAIVER

1. I corrected the violation in good faith and within a reasonable timeframe.
2. I have a record of [on-time dues / prior compliance / HOA participation – cite whatever is true].
3. [Optional: any circumstance that delayed the fix – e.g. contractor availability, medical situation, death in the family. Only include if factual.]

Under NRS 116.31031, the board has discretion to waive fines. I respectfully request the board exercise that discretion here.

If the waiver is denied, please provide the basis for denial in writing, and consider this letter my formal request for a hearing before any fine becomes enforceable.

Thank you for your consideration.

Sincerely,

[Your signature]

[Your printed name]

Enclosures: Photo documentation, contractor invoice, timeline.

6. What to bring to the hearing

If your case goes to a hearing, show up prepared. Here's your pre-hearing checklist.

Documents to bring (printed, two copies each)

- Original violation notice and any follow-up letters from the HOA.
- Your written response(s) to the HOA.
- Photo documentation: before, during, and after the correction.
- Contractor invoices, receipts, or permits.
- The specific CC&R section the HOA cites — printed from your governing documents.
- A one-page timeline of events (you can hand-write this).
- This kit, with the relevant statutes highlighted.

Your 3-minute statement

Most HOA boards give each homeowner a short window to speak at a hearing. Prepare a 3-minute statement. Structure:

- **30 seconds:** Who you are, how long you've owned, and what the hearing is about.
- **60 seconds:** What actually happened — the date of the notice, what you did, and the date of correction.
- **60 seconds:** The evidence — hand the board the photos and receipts as you narrate them.
- **30 seconds:** What you're asking for — dismissal, waiver, or reduced fine — and why.

Tone

Be firm, factual, and professional. The board serves your neighbors — treat them the way you'd want a neighbor treated. If you feel yourself getting emotional, pause and restate the facts. Emotion rarely wins an HOA hearing; evidence and a calm tone usually do.

If you lose the hearing

You have options. You can: (a) pay the fine, (b) request reconsideration in writing, (c) file a complaint with the Nevada Real Estate Division, Common-Interest Communities Program, or (d) consult a Nevada attorney about your options under NRS 116. Most disputes do not require litigation; the RED complaint process is designed for exactly this situation.

7. When you're ready to fix the underlying issue

If your HOA violation is about overgrown weeds, dead grass, palm fronds, broken sprinklers, or any other landscape issue, Mojave Match (launching late May / early June 2026) will connect you with a single licensed NSCB C-10 partner who handles HOA violation cleanups on urgent timelines. No auction, no spam, no calls from five different contractors. Just one match with photo documentation you can send to your HOA.

mojavematch.com • hello@mojavematch.com

Las Vegas, Henderson, Summerlin — and the surrounding Clark County HOA communities.

Full disclaimer

This HOA Hearing Prep Kit is provided by Mojave Match for general informational purposes only. It is not legal advice, does not create an attorney-client relationship, and is not a substitute for consultation with a Nevada-licensed attorney regarding your specific situation. Mojave Match is a marketing and referral service, not a law firm or contractor. Nevada laws, regulations, and HOA governing documents change over time; any statutory references in this kit are based on Nevada Revised Statutes Chapter 116 as of April 2026. Always read your current HOA governing documents and consult qualified professionals before taking action based on this kit.

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