

2430 Roman Forest Blvd.  
Roman Forest, Texas 77357



Chris Parr  
Mayor

Date XXXXXXX

Dear XXXXX

Improving the appearance of the City of Roman Forest has been established as a priority by the City Council. We need your assistance in achieving this goal.

City of Roman Forest Code Enforcement requests that you correct the following conditions, which pose potential public health hazards and/or nuisances. Please contact me immediately if you feel you have received this Notice in error. Please also notify me if the issue has already been resolved prior to this Notice.

Code violations are as follows:  
XXXXXX

The City and State codes can be viewed at [www.cityofromanforest.org/City-Ordinances](http://www.cityofromanforest.org/City-Ordinances).

A follow-up inspection has been scheduled for 14 days from the date on this letter. If you do not contact us before then and the violation(s) still exist, the City of Roman Forest reserves the right to file a Municipal Court Complaint ("citation") and /or have the violation(s) corrected.

If the City is required to correct the offending conditions, you will be billed for the actual cost of the work, plus an administrative fee of 100.00. You must pay this amount within 30 days after being billed to avoid the property being subject to a lien in favor of the City of Roman Forest, which will accrue interest at a rate of ten percent (10 %) per annum.

If another violation of the same kind/nature occurs on or before the first anniversary of the date of this notice, the city without further notice may correct the violation at the owner's expense and assess the expense against the property.

If you have any question or comments, please feel free to call me at 281-399-8182 ext 117. Thank you for helping to make City of Roman Forest a cleaner, healthier, and safer place to live.

Sincerely,

Andrew Morgan  
Code Enforcement Officer