

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Establishment of Reserve Depository Account for [Full Name of HOA]

To the Bank Manager,

This letter serves as formal authorization and instruction from the Board of Directors of [Full Name of HOA] to open a new Reserve Depository Account.

Pursuant to the board meeting held on [Date of Meeting], the Board has passed a resolution to establish this account for the purpose of maintaining association reserve funds. The account should be designated as a [Type of Account, e.g., Money Market or Savings] account.

The following individuals are authorized signatories for this account:

- [Name], [Title/Position]
- [Name], [Title/Position]
- [Name], [Title/Position]

Please find the attached copies of our Articles of Incorporation, Bylaws, and the signed Meeting Minutes authorizing this action. We request that all statements and correspondence for this account be mailed to:

[HOA Mailing Address or Management Company Address]

Attn: [Name of Treasurer or Manager]

Please contact [Name] at [Phone Number] or [Email] to coordinate the signing of the final signature cards and provide the necessary account numbers.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Board President]

[Full Name of HOA]