

# Welcome to [Community Name]

Date: [Date]

Dear [Homeowner Name],

Congratulations on your new home! We are thrilled to welcome you to the [Community Name] neighborhood. We hope you are settling in well and enjoying your new space.

As part of our community, we want to ensure you have all the information you need to make your transition smooth. Below you will find a brief overview of our community policies and essential contact information.

## Essential Contacts

- **Property Management:** [Name/Company] - [Phone Number]
- **Homeowners Association (HOA) Board:** [Email Address]
- **Emergency Maintenance:** [Phone Number]
- **Security/Gate House:** [Phone Number]

## Community Policy Guide Overview

### 1. Trash and Recycling

Collection days are [Day of Week] for trash and [Day of Week] for recycling. Receptacles should be placed at the curb no earlier than [Time] the evening before and stored out of sight by [Time] on collection day.

### 2. Parking Regulations

Please park in your garage or driveway. Overnight street parking is [Permitted/Prohibited]. Guest parking passes can be obtained via [Method].

### 3. Architectural Guidelines

To maintain the aesthetic of our community, any exterior modifications (painting, fencing, landscaping) must be approved by the Architectural Review Committee (ARC) before work begins. Application forms are available at [Website/Office].

### 4. Noise and Quiet Hours

We respect our neighbors' peace. Quiet hours are observed from [Start Time] to [End Time] daily.

## **5. Pet Policies**

Pets must be kept on a leash at all times in common areas. Owners are responsible for immediate cleanup of pet waste. Please register your pet with the management office.

## **6. Common Area Usage**

Amenities such as the [Pool/Gym/Park] are open from [Opening Time] to [Closing Time]. Please ensure you have your [Key Fob/Access Card] for entry.

## **Important Documents**

You can find the full version of the Covenants, Conditions, and Restrictions (CC&Rs) and Bylaws at: [\[Website URL\]](#).

We look forward to meeting you at our next community meeting on [Date/Location]. Once again, welcome home!

Sincerely,

[Your Name/Board Member Name]  
[Title/Position]  
[Community Name] Board of Directors