

NOTICE OF PENDING SPECIAL ASSESSMENT

Date: [Insert Date]

To: [Homeowner Name]

Address: [Property Address]

Lot/Unit Number: [Insert Number]

Dear Homeowner,

This letter serves as formal notice regarding a pending assessment for the [Insert HOA Name] Homeowners Association. The Board of Directors has identified a need for additional funding to address the following project or budgetary requirement:

Purpose of Assessment: [Insert Reason, e.g., Roof Repairs, Pool Renovation, Emergency Fund Replenishment]

Proposed Assessment Amount: \$[Insert Amount] per unit/lot

Key Dates:

- **Meeting to Discuss/Vote:** [Insert Date and Time]
- **Location:** [Insert Meeting Location or Zoom Link]
- **Proposed Due Date:** [Insert Payment Deadline]

We encourage all members to attend the upcoming meeting to review the project details, cost breakdowns, and payment options. If you are unable to attend, you may submit a written comment or proxy form to the management office by [Insert Date].

Failure to pay confirmed assessments by the due date may result in late fees, interest, or liens as outlined in the Association's Governing Documents.

If you have any questions, please contact [Management Name/Board Member] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title, e.g., Board President]

[HOA Name]