

[Date]

[Board of Directors]

[Name of Homeowners Association]

[Street Address]

[City, State, Zip Code]

Dear [Name of Board President or Contact Person]:

The objective of this letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services [Accounting Firm Name] will provide for [Name of Homeowners Association] for the fiscal year ending [Year End Date].

Audit Scope and Objective

We will audit the balance sheet of [Name of Homeowners Association] as of [Year End Date], and the related statements of revenues, expenses, and changes in fund balances, and cash flows for the year then ended. The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Management Responsibilities

Management is responsible for the preparation and fair presentation of these financial statements. This includes the maintenance of adequate records, the selection and application of accounting policies, and the safeguarding of assets. Management is also responsible for making all financial records and related information available to us.

Fees

Our fees for these services will be [Dollar Amount], plus out-of-pocket expenses. This fee is based on the assumption that the Association's records will be complete and available at the start of the audit.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements.

Sincerely,

[Signature of Auditor]
[Printed Name of Auditor]
[Accounting Firm Name]

Response:

This letter correctly sets forth the understanding of [Name of Homeowners Association].

Acknowledged and Agreed by:

_____ (Signature)

Title: _____

Date: _____