

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Welcome to [Community Name] - Community Maintenance Guidelines

Dear [Resident Name],

Welcome to the [Community Name] community! We are pleased to have you as a neighbor. Our goal is to maintain a beautiful, safe, and harmonious environment for all residents.

To help preserve the aesthetic and functional standards of our neighborhood, please find the enclosed Community Maintenance Guidelines. These standards apply to all residents and cover essential areas such as:

- Lawn and Landscaping Maintenance
- Trash Collection and Bin Storage
- Exterior Home Repairs and Painting
- Parking Regulations
- Noise Ordinances and Pet Policies

Please take a moment to review these documents. Adhering to these guidelines ensures that property values remain strong and that the community remains a pleasant place to live.

If you have any questions regarding these policies or need to request approval for exterior modifications, please contact the [Management Office / Association Board] at [Phone Number] or [Email Address].

Thank you for your cooperation and for doing your part to keep our community looking its best.

Sincerely,

[Your Name/Signature]

[Title/Role]

[Community Name Association/Management]