

[Date]

[Resident Name(s)]

[Unit Number]

[Property Name]

Welcome to [Condominium Association Name]

Dear Neighbor,

On behalf of the Board of Directors and your fellow residents, we would like to officially welcome you to [Condominium Association Name]. We are pleased to have you as a member of our community.

To help you get settled, we have enclosed a Welcome Packet that includes important information regarding our community standards and operations:

- **Rules and Regulations:** A guide to community living, including noise policies, pet rules, and common area usage.
- **Amenity Access:** Instructions on how to obtain keys or fobs for the [Pool/Gym/Clubhouse].
- **Parking:** Information regarding your assigned parking space(s) and guest parking policies.
- **Trash and Recycling:** Pickup schedules and disposal locations.
- **Management Contact:** Contact details for our property manager and emergency maintenance lines.

We encourage you to register for our Resident Portal at [Website URL] to pay monthly assessments, submit maintenance requests, and receive community announcements.

Our Board of Directors meets on the [Day] of every [Month] at [Time]. You are invited to attend and participate in these meetings to stay informed about our community's governance.

If you have any immediate questions, please do not hesitate to contact the Management Office at [Phone Number] or [Email Address].

Once again, welcome home!

Sincerely,

[Your Name/Signature]

[Title, e.g., Board President or Property Manager]

[Condominium Association Name]