

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Welcome to [Association Name] - Amenities and Guidelines Overview

Dear [Homeowner/Resident Name],

Welcome to the [Association Name] community. To help you settle in, we have provided an overview of our shared amenities and the essential guidelines that ensure our neighborhood remains a pleasant place to live.

Community Amenities

- **[Amenity 1, e.g., Swimming Pool]:** Open from [Time] to [Time]. Please bring your [Key/Access Card].
- **[Amenity 2, e.g., Fitness Center]:** Accessible 24/7 via [Key/Code]. Users must be at least [Age] years old.
- **[Amenity 3, e.g., Clubhouse]:** Available for private rental. Contact the board for booking procedures.

Key Community Guidelines

- **Parking:** Residents must park in assigned [Garages/Driveways]. Street parking is restricted during [Hours].
- **Trash Collection:** Disposal occurs every [Day]. Bins may be placed at the curb no earlier than [Time] the evening before.
- **Landscaping:** Front yards must be maintained regularly. Significant changes require approval from the Architectural Review Committee.
- **Noise:** Quiet hours are observed from [Start Time] to [End Time] daily.

Access and Contact Information

To obtain gate codes, pool keys, or a full copy of the Covenants, Conditions, and Restrictions (CC&Rs), please visit our website at [Website URL] or contact the Management Office at [Phone Number].

We look forward to having you as a neighbor.

Sincerely,

[Your Name/Board Member Name]

[Title/Board Position]

[Association Name]