

Welcome to [Homeowners Association Name]

Dear [New Homeowner Name],

Welcome to the neighborhood! We are pleased to have you as a new member of the [Association Name] community. This letter provides essential information to assist with your move-in process and your integration into our association.

1. Move-In Procedures

- **Moving Date:** Please notify the management office of your scheduled moving date at least [Number] days in advance.
- **Vehicle Access:** Moving trucks should be parked in [Designated Area] and must not block fire lanes or neighbor driveways.
- **Elevator Use (if applicable):** Please contact [Name/Phone] to reserve the service elevator and arrange for protective padding.

2. HOA Assessment and Dues

Monthly dues are [Amount] and are due on the [Date] of each month. Payments can be made via:

- Online Portal: [Link to Website]
- Mail: [Mailing Address]

3. Rules and Regulations

To maintain the harmony and value of our community, all residents must adhere to the CC&Rs (Covenants, Conditions, and Restrictions). You can find the full handbook at [Website Link/Attached]. Key rules include:

- **Trash Collection:** Pickup is every [Day] morning. Bins should be placed out no earlier than [Time] and stored by [Time].
- **Parking:** Residents must park in [Assigned Spots/Garages]. Guest parking is located at [Location].
- **Architectural Changes:** Any exterior modifications must be approved by the Architectural Review Committee (ARC) prior to work starting.

4. Management Contact Information

If you have any questions or need to report a maintenance issue in common areas, please contact:

Property Manager: [Name]

Email: [Email Address]

Phone: [Phone Number]

Emergency After-Hours: [Phone Number]

We look forward to seeing you around the neighborhood!

Sincerely,

The Board of Directors

[Homeowners Association Name]