

[Date]

[New Homeowner Name]

[Property Address]

[City, State, Zip Code]

Welcome to the [HOA Name] Community!

Dear [New Homeowner Name],

On behalf of the [HOA Name] Board of Directors, we would like to officially welcome you to our neighborhood. We are pleased you have chosen to make your home here.

The purpose of the Homeowners Association is to maintain our community standards, manage common areas, and protect the property values of all residents. As a new member, here are a few items to help you get started:

- **Governing Documents:** Please review the enclosed Covenants, Conditions, and Restrictions (CC&Rs) and Bylaws. These outline the rules regarding property maintenance, parking, and architectural changes.
- **Assessments:** HOA dues are [Amount] and are payable [Monthly/Quarterly/Annually]. Your first payment is due on [Date].
- **Management Company:** Our community is professionally managed by [Company Name]. For any questions regarding your account or maintenance requests, please contact [Contact Name] at [Phone Number/Email].
- **Community Website:** You can access our resident portal at [Website URL] to pay dues, view meeting minutes, and submit architectural requests.

We encourage you to attend our next board meeting on [Date/Time] at [Location/Link] to meet your neighbors and stay informed about community projects.

Once again, welcome to the neighborhood!

Sincerely,

[Your Name/Signature]

[Title, e.g., Board President]

[HOA Name]