

[Date]

[New Resident Name]

[Property Address]

[City, State, Zip Code]

Welcome to [Community Name]!

Dear [New Resident Name],

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

As a member of the association, you now have access to our shared amenities and services. To help you settle in, we have outlined a few important items below:

- **Governing Documents:** Please review the enclosed Covenants, Conditions, and Restrictions (CC&Rs) and Bylaws regarding community standards.
- **Assessments:** Association dues are collected [Monthly/Quarterly/Annually] and are due on the [Date].
- **Management Contact:** For any questions or maintenance requests, please contact [Property Manager Name] at [Phone Number] or [Email Address].
- **Community Meetings:** Board meetings are held on the [Meeting Schedule, e.g., third Tuesday of every month] at [Location/Online Link].

We encourage you to visit our community website at [Website URL] to register for the resident portal, where you can pay dues, submit architectural requests, and receive community announcements.

We look forward to seeing you around the neighborhood!

Sincerely,

[Name]

[Title/Board Position]

[Community Association Name]