

# Welcome to [Condominium Name]

Dear Resident,

Welcome to your new home! We are pleased to have you as a member of our community. This letter provides essential information and a summary of our condominium rules to ensure a pleasant living environment for everyone.

## 1. General Conduct

Residents are expected to be courteous to neighbors. Please keep noise levels to a minimum, especially between the hours of [Start Time] and [End Time].

## 2. Trash and Recycling

Trash should be disposed of in [Location, e.g., the chutes or designated bins]. Please ensure all waste is bagged securely. Recycling bins are located at [Location].

## 3. Parking

Each unit is assigned [Number] parking space(s). Guests must park in designated visitor spots. Unauthorized vehicles may be towed at the owner's expense.

## 4. Common Areas

Common areas including the [Lobby/Pool/Gym] are for the use of all residents. Please clean up after yourself and follow the posted hours of operation.

## 5. Pets

Pets must be kept on a leash at all times in common areas. Residents are responsible for cleaning up after their pets immediately.

## 6. Renovations and Maintenance

Any structural changes or major renovations to your unit must be approved by the Board of Directors in advance. For maintenance emergencies in common areas, please contact [Phone Number].

## Contact Information

- **Property Manager:** [Name]

- **Office Phone:** [Phone Number]
- **Email:** [Email Address]
- **Emergency After-Hours:** [Phone Number]

Please review the full copy of the Bylaws and Rules and Regulations attached to this letter.

Sincerely,

The Condominium Association Board