

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## Welcome to [HOA Name]

Dear [Resident Name],

Welcome to our community! We are pleased to have you as a neighbor. To help maintain the beauty and harmony of our neighborhood, we have enclosed a copy of the [HOA Name] Community Guidelines.

These guidelines outline the standards for our community, including information regarding:

- Architectural modifications and approval processes
- Landscaping and property maintenance
- Parking regulations and vehicle restrictions
- Trash collection and recycling schedules
- Pet policies and noise ordinances

Please take a moment to review these documents. Understanding these rules ensures a pleasant living environment for everyone and protects our collective property values.

If you have any questions or need to submit a request for home improvements, please visit our community website at [Website URL] or contact the Board of Directors at [Email Address/Phone Number].

We look forward to seeing you around the neighborhood.

Sincerely,

[Your Name/Board Member Name]

[Title, e.g., Board President]

[HOA Name]