

[Date]

[Homeowner Name]

[Unit Number]

[Property Address]

Dear [Homeowner Name],

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

As a member of this association, you are part of a community governed by a set of bylaws and covenants designed to protect the property values and quality of life for all residents. Enclosed with this letter, you will find several important documents:

- A copy of the Association Rules and Regulations.
- A contact list for the Board of Directors and Management Company.
- Instructions for paying your monthly association assessments.
- Information on trash collection, parking, and amenities.

We encourage you to attend our regular Board meetings, which are held on the [Day of the week/month] at [Location/Online Link]. These meetings are a great way to stay informed about community projects and voice any questions or concerns.

If you have any immediate questions, please contact our property manager, [Manager Name], at [Phone Number] or [Email Address].

Again, welcome to [Condominium Association Name]. We look forward to seeing you around the neighborhood.

Sincerely,

The Board of Directors

[Condominium Association Name]