

[Date]

Dear Neighbor,

Congratulations on your new home and welcome to the [Name of Homeowners Association] community! We are pleased to have you as a member of our neighborhood.

The Board of Directors is responsible for maintaining the common areas, managing the association's finances, and ensuring that our community rules and regulations are followed to protect property values and enhance our quality of life.

Enclosed with this letter, you will find several important documents:

- A copy of the CC&Rs (Covenants, Conditions, and Restrictions)
- The current community Rules and Regulations
- Information on how to pay your monthly/annual dues
- A list of current Board members and contact information

We encourage you to register for our community portal at [Website URL, if applicable]. This is where we post meeting minutes, event announcements, and neighborhood updates.

Our Board meetings are held on the [Day of the month, e.g., third Tuesday] of every month at [Location/Time]. All homeowners are welcome and encouraged to attend.

If you have any immediate questions, please feel free to reach out to our management company at [Phone Number/Email] or contact a Board member directly.

Once again, welcome to the neighborhood! We look forward to meeting you at our next community event.

Sincerely,

[Name]

President, [HOA Name] Board of Directors