

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Re: Enclosed HOA Rules and Regulations Addendum for Signature

Dear Homeowner,

The Board of Directors of the [HOA Name] Homeowners Association has recently approved an addendum to the current Rules and Regulations. This update is intended to ensure the continued safety, aesthetics, and property values of our community.

The enclosed document outlines specific changes regarding: [Briefly list topics, e.g., Parking, Landscaping, or Noise].

Please review the attached addendum carefully. Once you have read the document, please sign and date where indicated and return it to the Association office by [Due Date].

You may return the signed document via:

- Mail: [Mailing Address]
- Email: [Email Address]
- Drop-off: [Physical Location]

If you have any questions regarding these updates, please contact the Management Office at [Phone Number] or attend the next Board meeting on [Next Meeting Date].

Thank you for your cooperation and for helping keep our community a great place to live.

Sincerely,

[Sender Name/Signature]

[Title, e.g., Board President or Property Manager]

[HOA Name]