

[Date]

[Homeowner Name]
[Homeowner Address]
[City, State, Zip Code]

Subject: Announcement: Summer Pool Opening

Dear Resident,

The [HOA Name] Board of Directors is pleased to announce that the community swimming pool will officially open for the summer season on **[Opening Date]**.

Pool Hours:

[Day of Week] - [Day of Week]: [Start Time] to [End Time]
[Special Hours/Holidays]: [Time]

To ensure a safe and enjoyable environment for everyone, please remember the following:

- **Access:** Residents must use their [Key Fob/Access Card] to enter the pool area.
- **Supervision:** Children under the age of [Age] must be accompanied by an adult at all times.
- **Guests:** Each household is permitted a maximum of [Number] guests per visit.
- **Rules:** Glass containers, smoking, and running on the pool deck are strictly prohibited.

A full copy of the pool rules and regulations is attached to this letter and available on the community website at [Website URL].

We look forward to a wonderful summer season. If you have any questions or need to replace a lost access card, please contact [Management Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Board Member Name]
[Title]
[HOA Name] Board of Directors