

[Date]

[Homeowner Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF REVISED GUEST PARKING REGULATIONS

Dear Homeowner/Resident,

This letter serves as formal notice that the Board of Directors of the [Name of Homeowners Association] has approved revisions to the guest parking regulations, effective as of [Effective Date].

The primary goal of these changes is to ensure fair access to parking for all residents and their visitors, as well as to maintain safety and traffic flow within the community.

Summary of Key Changes:

- [Change 1: e.g., Maximum hours a guest may park]
- [Change 2: e.g., Requirement for guest parking permits]
- [Change 3: e.g., Designated guest parking zones]
- [Change 4: e.g., Towing policy for unauthorized vehicles]

Please find the complete updated Parking Policy document enclosed with this notice. We encourage you to review these rules carefully and share them with your guests to avoid any inconvenience or enforcement actions.

Any vehicles found in violation of the revised regulations after [Effective Date] will be subject to [fines/towing at owner's expense].

If you have any questions regarding these changes, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community organized and accessible.

Sincerely,

The Board of Directors

[Name of Homeowners Association]

Enclosure: Revised Parking Policy