

[Date]

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

Subject: Introduction of New Management Personnel

Dear Homeowner,

On behalf of the [HOA Name] Board of Directors, we are pleased to announce a change in our management team. Effective [Start Date], [New Manager Name] will be serving as the new Community Manager for our association.

[New Manager Name] joins us from [Company Name/Background] and brings [Number] years of experience in property management. We are confident that their expertise will be a great asset to our community and will help maintain the high standards of our neighborhood.

The New Community Manager will be responsible for:

- Overseeing daily community operations.
- Enforcing association bylaws and architectural guidelines.
- Coordinating maintenance and vendor services.
- Assisting homeowners with inquiries and requests.

You may reach [New Manager Name] using the following contact information:

Email: [Email Address]
Phone: [Phone Number]
Office Hours: [Days/Hours]

Please join us in welcoming [New Manager Name] to our community. We look forward to a smooth transition and continued improvements to [HOA Name].

Sincerely,

[Your Name/Board President Name]
Board of Directors
[HOA Name]