

[Date]

To: All Residents of [Name of Gated Community]
From: [HOA Board of Directors / Management Office]
Subject: Notice of Annual Town Hall Meeting

Dear Resident,

You are cordially invited to attend the Annual Town Hall Meeting for the [Name of Gated Community] residents. This meeting is an opportunity for the community to come together to discuss the past year's achievements, future improvements, and important neighborhood matters.

Meeting Details:

- **Date:** [Date of Meeting]
- **Time:** [Start Time] to [End Time]
- **Location:** [Clubhouse Name / Virtual Link / Address]

Agenda Highlights:

- Annual Financial and Budget Report
- Update on Community Security and Gate Maintenance
- Upcoming Landscaping and Infrastructure Projects
- Election of New Board Members (if applicable)
- Open Q&A Session for Residents

We encourage all homeowners and residents to attend as your input is vital to the continued success and safety of our community. If you are unable to attend, you may submit questions in advance to [Email Address] or provide a proxy form for voting purposes.

We look forward to seeing you there.

Sincerely,

[Name/Signature]
[Title/Board Position]
[Name of Gated Community] Association