

OFFICIAL NOTICE: CHANGE OF ON-SITE PROPERTY MANAGER

Date: [Insert Date]

To: All Members of [Insert HOA Name] Homeowners Association

Dear Homeowner,

This letter serves as official notification regarding a change in the on-site management for our community. Effective [Insert Effective Date], [Insert Name of Outgoing Manager] will no longer be serving as the Property Manager for [Insert HOA Name].

We are pleased to introduce [Insert Name of New Manager] as our new On-Site Property Manager. [New Manager's Name] brings significant experience in community management and will be responsible for the day-to-day operations, maintenance oversight, and covenant enforcement of our association.

New Contact Information:

- **Manager Name:** [Insert Name]
- **Office Hours:** [Insert Hours, e.g., Mon-Fri, 9am-5pm]
- **Office Phone:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]

For any maintenance requests, architectural applications, or general inquiries, please utilize the contact methods listed above. If you have an after-hours emergency regarding common areas, please contact [Insert Emergency Contact Number].

We appreciate your cooperation during this transition period. Please join us in welcoming [Insert Name of New Manager] to our community.

Sincerely,

The Board of Directors
[Insert HOA Name]