

Date: [Insert Date]

To: All Homeowners and Residents of [Insert Homeowners Association Name]

Subject: Notice of Change in Management/Contact Information

Dear Homeowner,

This letter is to formally notify you of a change in the management and contact procedures for the [Insert Homeowners Association Name]. Effective [Insert Effective Date], the primary point of contact for all HOA-related matters will transition from [Insert Old Contact/Company Name] to [Insert New Contact/Company Name].

New Contact Information:

- **Contact Name/Company:** [Insert Name]
- **Mailing Address:** [Insert Address]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]
- **Website/Portal:** [Insert Website URL]

What this means for you:

- **Assessments/Payments:** Please update your records for all future dues. Payments sent after [Insert Date] should be directed to the new address or online portal listed above.
- **Maintenance Requests:** All new work orders or property concerns should be reported via the new contact channels.
- **Architectural Reviews:** Applications for property modifications must now be submitted to the new management team.

Existing records and pending requests are currently being transferred to ensure a smooth transition. We appreciate your patience during this period.

If you have any immediate questions regarding this change, please contact [Insert Name/Board Member] at [Insert Phone/Email].

Sincerely,

[Your Name/Signature]

[Your Title/Board Position]

[Insert Homeowners Association Name]