

[Date]

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

Subject: Notice of Change in Homeowners Association Management

Dear Homeowner,

This letter is to formally notify you that the Board of Directors for [HOA Name] has appointed a new professional management company to oversee the operations of our community.

Effective [Effective Date], [New Management Company Name] will assume all management responsibilities, including dues collection, maintenance requests, and covenant enforcement.

New Contact Information:

- **Management Company:** [New Management Company Name]
- **Main Phone:** [Phone Number]
- **Email Address:** [Email Address]
- **Mailing Address:** [Address, City, State, Zip]
- **Website/Portal:** [Website URL]

Assessments and Payments:

Please discontinue all payments to the previous management company after [Date]. If you use an automatic bill pay service through your bank, you must update the payee information and mailing address immediately to ensure your next payment is credited correctly.

Resident Portal:

You will receive a separate communication via [Email/Mail] regarding how to register for the new online resident portal. This portal will allow you to view your account balance, pay dues online, and submit work orders.

We appreciate your cooperation during this transition. Our goal is to ensure a seamless handoff and to continue improving the quality of our community.

Sincerely,

The Board of Directors
[HOA Name]