

Date: [Date]

To: [Buyer Name(s)]

Property Address: [Property Address]

Account Number: [Account Number]

Welcome to [Homeowners Association Name]

Dear New Homeowner,

Congratulations on the purchase of your new home. On behalf of the Board of Directors, we would like to welcome you to the [Homeowners Association Name] community.

As a member of this association, you are now part of a community governed by specific Covenants, Conditions, and Restrictions (CC&Rs). These guidelines are designed to maintain the aesthetic beauty, safety, and property values of our neighborhood.

Assessment Information:

Your regular association assessments are \$[Amount] and are due [Monthly/Quarterly/Annually]. Your first payment is due on [Date]. Please make checks payable to [Association Name] or visit [Website URL] to set up online payments.

Action Items:

- Review the enclosed Governing Documents and Rules & Regulations.
- Complete and return the Homeowner Contact Information Form.
- Register for the community portal at [Website URL] to receive neighborhood updates.

Architectural Review:

Please remember that any exterior modifications to your home or landscaping must be approved by the Architectural Review Committee (ARC) prior to beginning work.

If you have any questions regarding your account or the community, please contact our management office at [Phone Number] or [Email Address].

Welcome to the neighborhood!

Sincerely,

[Sender Name]

[Title/Board Position]

[Homeowners Association Name]