

[Date]

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

Welcome to [Association Name]

Dear New Homeowner,

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

As your professional property management team, [Management Company Name] is here to assist you with the transition. Our role is to oversee the day-to-day operations of the association, maintain common areas, and ensure the governing documents are followed to protect your property values.

Important Information for Your Records:

- **Resident Portal:** Please register at [Website URL] to pay assessments and submit maintenance requests.
- **Assessments:** Your monthly/quarterly dues are \$[Amount] and are due on the [Date].
- **Governing Documents:** Copies of the CC&Rs, Bylaws, and Rules & Regulations are attached/available on the portal.

Please complete and return the enclosed New Resident Information Form so we can update our records and provide you with any necessary gate codes or pool keys.

We look forward to serving you. If you have any questions, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Manager Name]
Property Manager
[Management Company Name]