

[Date]

[New Homeowner Name]

[Property Address]

[City, State, Zip Code]

Dear [New Homeowner Name],

Congratulations on the purchase of your new home! As your real estate broker, it has been a pleasure assisting you throughout this journey.

As you settle into the community, I would like to officially welcome you to the [HOA Name] Homeowners Association. This association is dedicated to maintaining the beauty, safety, and value of our neighborhood.

To help with your transition, I have enclosed/attached the following HOA essentials:

- A copy of the CC&Rs (Covenants, Conditions, and Restrictions)
- Current Bylaws and Community Rules
- Contact information for the Board of Directors and Management Company
- Instructions for setting up your HOA dues payment account
- A schedule for upcoming community meetings and trash collection

Please take a moment to review the guidelines regarding [specific rule, e.g., landscaping or parking] to ensure a smooth integration into the community.

If you have any questions regarding the association or need further assistance with your new home, please do not hesitate to reach out to me.

Welcome to the neighborhood!

Best regards,

[Your Name]

[Your Title/Brokerage]

[Phone Number]

[Email Address]