

[Date]

[Homeowner Name]

[Unit Number]

[Property Address]

Welcome to [Condominium Association Name]

Dear [Homeowner Name],

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

Our goal is to maintain a high quality of life and protect property values for all residents. As a member of the association, you now have access to our shared amenities and are responsible for following the community guidelines.

Enclosed/Attached Documents:

- Welcome Packet and Community Map
- Bylaws and Rules & Regulations
- Current Budget and Assessment Schedule
- Contact Information Form (Please return)

Assessments:

Your monthly HOA dues are \$[Amount]. Payments are due on the [Day] of each month. Please refer to the enclosed instructions for online payment options or mailing addresses.

Property Management:

Our community is managed by [Management Company Name]. If you have questions regarding maintenance, parking, or common areas, please contact [Manager Name] at [Phone Number] or [Email Address].

We look forward to seeing you at our next board meeting on [Date/Time]. Welcome to the neighborhood!

Sincerely,

[Name]

[Title: Board President/Property Manager]

[Condominium Association Name]