

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Welcome to [Name of Gated Community]

Dear [Homeowner Name],

Congratulations on the closing of your new home! On behalf of the [Name of Gated Community] Homeowners Association Board of Directors, we would like to officially welcome you to our neighborhood.

As a resident of a gated community, you now have access to various amenities and services designed to maintain the safety and beauty of our environment. Enclosed with this letter, you will find your new resident welcome packet, which includes:

- Gate access codes and remote entry instructions.
- A copy of the CC&Rs (Covenants, Conditions, and Restrictions).
- The current community directory and contact list.
- Instructions for setting up your HOA assessment payments.
- Trash collection and recycling schedules.

We encourage you to register on our community portal at [Website URL] to receive real-time updates regarding neighborhood events, security alerts, and board meetings.

If you have any questions as you settle in, please feel free to reach out to our property management office at [Phone Number] or via email at [Email Address].

Once again, welcome to the community. We look forward to seeing you around the neighborhood.

Sincerely,

[Your Name/Board Member Name]

[Title, e.g., HOA President]

[Name of Homeowners Association]