

[Date]

[New Homeowner Name]

[Property Address]

[City, State, Zip Code]

Welcome to [Community Name]!

Dear [Homeowner Name],

Congratulations on the closing of your new home! On behalf of the [Community Name] Homeowner Association, we are thrilled to welcome you to our master-planned community.

As a member of the HOA, you now have access to our community amenities, including [List Amenities, e.g., the clubhouse, swimming pools, fitness center, and trails].

Enclosed in this digital/physical packet, you will find essential information to help you settle in:

- **Governing Documents:** A copy of the CC&Rs, Bylaws, and Community Rules.
- **Assessment Details:** Information on how and when to pay your HOA dues.
- **Architectural Guidelines:** Procedures for requesting home or landscaping modifications.
- **Contact Information:** How to reach the Management Office and Board of Directors.

We encourage you to register for our community portal at [Website URL]. This platform allows you to receive community updates, reserve facilities, and view your account balance.

Our next community gathering/meeting is scheduled for [Date/Time] at [Location]. We hope to see you there and meet you in person.

Once again, welcome to the neighborhood. If you have any immediate questions, please contact our management team at [Phone Number] or [Email Address].

Sincerely,

[Name/Signature]

[Title, e.g., Community Manager or Board President]

[Community Name] Homeowner Association