

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Updates to Community Rules and Regulations

Dear [Resident/Homeowner Name],

We are writing to inform you that the [Board of Directors/Management Office] of [Community Name] has officially updated the community rules and regulations.

The primary goal of these updates is to ensure the safety, well-being, and enjoyment of all residents while maintaining the aesthetic standards and property values of our community. These changes were approved during the meeting held on [Date of Meeting].

Summary of Key Changes:

- [Update 1: e.g., Revised parking regulations for guests]
- [Update 2: e.g., New hours for use of common area facilities]
- [Update 3: e.g., Changes to pet waste disposal requirements]
- [Update 4: e.g., Guidelines for exterior home modifications]

The updated rules will go into effect on **[Effective Date]**. We encourage you to review the full document to ensure you are familiar with the current policies.

You can access the complete, updated version of the Community Rules and Regulations by [Link to Website/Attached Document/Visiting the Management Office].

If you have any questions or require clarification regarding these updates, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation and for being a valued member of our community.

Sincerely,

[Your Name/Signature]

[Your Title]

[Community Association Name]