

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Annual Rulebook Revision and Adoption

Dear Homeowner,

This letter serves as formal notification that the Board of Directors for [Name of Homeowners Association] has completed its annual review and revision of the Association's Rules and Regulations.

The purpose of these updates is to ensure our community guidelines remain current, promote safety, and maintain the property values of all homes within [Name of Neighborhood/Community].

Key Changes Include:

- [Briefly describe change 1, e.g., Updated parking regulations]
- [Briefly describe change 2, e.g., Revised landscaping approval process]
- [Briefly describe change 3, e.g., New holiday decoration timelines]

The revised rulebook was officially adopted on [Date of Adoption] and will go into full effect on [Effective Date]. All residents are expected to comply with the updated regulations as of that date.

You may view or download the complete updated Rulebook by visiting the community website at [Website URL] or by requesting a physical copy from the Management Office.

If you have any questions regarding these changes, please contact the HOA Board at [Phone Number] or via email at [Email Address].

Thank you for your cooperation in keeping our community a great place to live.

Sincerely,

[Signature]

[Printed Name]

[Title/Board Position]

[Name of Homeowners Association]