

[Date]

[Board Member Name, Title]

[HOA Name]

[Mailing Address]

[City, State, Zip Code]

Dear Members of the Board,

It is a pleasure to formally introduce [Property Management Company Name] as the new professional management partner for [HOA Name]. We are honored to have been selected to serve your community and look forward to working closely with the Board to maintain and enhance the value of your neighborhood.

Our primary objective is to provide seamless administrative, financial, and operational support. Effective immediately, our team will begin overseeing the following areas:

- Financial management and monthly reporting
- Vendor coordination and maintenance oversight
- Rule enforcement and architectural review processing
- Homeowner communication and dispute resolution

Your dedicated Property Manager will be [Manager Name]. They can be reached directly at [Phone Number] or via email at [Email Address]. We are currently in the process of transitioning all records and will be sending an introductory mailer to all homeowners shortly to provide them with updated payment instructions and contact details.

We would like to schedule a brief meeting or conference call at your earliest convenience to discuss current priorities and any outstanding projects that require immediate attention.

Thank you for the opportunity to serve [HOA Name]. We are committed to providing transparent and proactive management for your community.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Phone Number]

[Website]