

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[HOA Board Member Name or Property Manager]
[HOA Name]
[Management Company Address]
[City, State, Zip Code]

Subject: Follow-Up Regarding HOA Rules and Fee Clarification

Dear [Name of Contact Person or HOA Board],

I am writing to follow up on my previous inquiry dated [Date of original inquiry] regarding specific Homeowner Association rules and fees associated with my property located at [Your Property Address].

To ensure I am in full compliance with the association's guidelines, I would appreciate written clarification on the following points:

- [Point 1: e.g., Clarification on specific parking regulations]
- [Point 2: e.g., Detailed breakdown of the recent increase in monthly dues]
- [Point 3: e.g., Approval process for exterior landscaping changes]

Could you please provide a copy of the most current CC&Rs (Covenants, Conditions, and Restrictions) or the specific bylaws pertaining to these items? Additionally, if there are any upcoming meetings where these topics will be discussed, please let me know the schedule.

I look forward to receiving this information by [Date]. Thank you for your time and for your efforts in maintaining our community.

Sincerely,

[Your Signature]
[Your Printed Name]