

**<ASSOCIATION NAME> WELCOME LETTER**

<address>  
<telephone number>  
<email address>

<New Member's Name>  
<New Member's Address>

<Date>

Dear <new member's name>:

Congratulations on your recent purchase of property in our community and welcome to the <association name>!

Upon your purchase of your property, you should have received copies of the Association's governing documents. These documents contain important information that all homeowners must know about. Kindly take the time to read through these governing documents to familiarize yourself with the workings of our Association. If you have not received them, you may request for copies from the Association or find them on the community website, <website address>.

As a member of our Association, you are responsible for the timely payment of the assessments and dues applicable to your property. The Association will send you regular billing statements for the amounts due. Your prompt payment of these bills will greatly help the Association in its operations, and we will appreciate your cooperation in this matter.

The Association's daily operations are run by the Board of Directors with help from managers and/or other volunteer members. The five (5) Board members are elected into position by members of the community every October during the annual meeting. You are also invited to attend the monthly Board meetings, conducted on the last Friday of each month in meeting room A of the community clubhouse.

Our contracted property management company is <HOA management company's name>. You can get in touch with our property manager, <property manager's name>, at <telephone number> or email him/her at <email address>. You may talk to her about issues pertaining to community property or report violations of the community's rules.

Again, welcome to the <association name>! We look forward to getting to know you soon.

Sincerely,

Board of Directors  
<association name>