

Welcome Letters

Upon learning of a sale of a home, the president of the association's board or the association manager should mail a letter of introduction to the new owner. This letter welcomes the new owner as a new member of the association and outlines the responsibilities of the new owner, including payment of the assessments. The letter may accompany copies of the Articles of Incorporation, Bylaws, Declaration and/or the association's rules and regulations.

Sample Welcome Letter:

_____ **HOMEOWNERS ASSOCIATION**
(Mailing address for association)
(Telephone and fax numbers)

Date: _____

Dear _____:

Welcome to _____ Homeowners Association. We are the Board of Directors of the association, and it is our responsibility to maintain the common areas. However, it is your responsibility to participate in the association, by volunteering to serve either on the Board of Directors or a committee of the Board. If at any time you have any questions, suggestions or problems, please make note of our telephone number and call us.

Your association's annual assessment is \$ _____, payable monthly, and has been paid through escrow to (date), (year). You will receive monthly billings directly from our office or from the association manager.

The operation of your association is administered by the Board of Directors. If you require association action on something, you can contact the association at the address shown above. If you wish to inspect your association records, they are maintained in our office at the address shown above, and you are always welcome during normal business hours.

Enclosed is a copy of the Articles of Incorporation and Bylaws of the association, together with a copy of the recorded Declaration of Restrictions affecting the project. Use and enjoyment of your unit/lot is subject to compliance with the restrictions contained in the Declaration. You should familiarize yourself thoroughly with these restrictions.

Your association manager is _____, who is available to talk with you during office hours (insert office hours) by calling (telephone number).

Sincerely,

_____ **HOMEOWNERS ASSOCIATION**

_____, Board President

(From page 301 of Homeowners Associations, A How-to Guide for Leadership and Effective Participation; by John Paul Hanna and Grace Morioka; Hanna Press, 1999.)