**To**

**[The Recipient Details]**

**RE. INTRODUCTION TO THE [NAME] HOA BOARD**

Dear [name], I am delighted to welcome you as a member of the [name] Homeowners Association, [Area], [City]. We are always pleased to have responsible and dedicated volunteers as our members of the community. We respect and value you on the board.

[name] HOA is a self-governing body and kind of organization that takes all the interests of the community. HOA works every day to maintain and facilitate a good lifestyle for all the members of the community. All the amnesties are covered in the fees collected from the members of the HOA. HOA facilitates working for the members of the society where their work is being done without even lifting a finger. They pay for HOA and the work to be done collectively every month.

Our HOA board is a documented and registered board. We have written a code of conduct for the board including the structure of the board, bylaws and rules and regulations, annual budget, the annual fee collected, the annual process of analyzing and reporting, and other processes.

We operate our board and its budget on three-six months of fee collection. This budget helps in maintaining the daily, weekly, fortnightly, and monthly chores like cleaning, plantation, decluttering, garbage collection, sewage clearance, and others.

We determine the fees of this house owner association from the members who pay $[x] every month to maintain and nurture the association. The association is a non-profit organization; therefore, we use all the budget for the construction and other important tasks of the community. We look after the overall expense of the community including services like trash removal, insurance, landscaping, maintenance services, and lawn growth mainly.

We look at the pending and running assignments and operations. We work overseeing the residency issues of all the residents including community members. We also ensure that the residents adhere to the community laws and other regulations generated by the HOA board; like making noise, unauthorized parking, wrong placement of trash, and unauthorized architectural additions.

I am grateful to you for reviewing this introductory letter to you. Please respond to me if you have any questions. We welcome you on board. I have attached a profile of the HOA that will indicate to you how our board is structured, and responsibilities are divided.

Please contact our board’s telephone operator at [phone number] if required.

Regards

[name]  
[designation in the HOA board]  
[signature]