

Formal Introduction to Homeowners Association

Subject: Official Notice - New Property Management for [Property Address]

Dear [HOA Board/Property Manager Name],

I am writing to formally introduce [Property Management Company Name] as the new property management firm for the property located at [Property Address] within your community. Effective [Date], all property management responsibilities will be handled by our company.

Please update your records with the following contact information:

Company: [Property Management Company Name]

Primary Contact: [Your Name], [Title]

Address: [Company Address]

Phone: [Phone Number]

Email: [Email Address]

We are fully committed to ensuring compliance with all HOA regulations, covenants, and community standards. We have thoroughly reviewed your CC&Rs and governing documents, and we will ensure that the property and any tenants strictly adhere to all community rules.

All HOA correspondence, violation notices, architectural approval requests, and assessment invoices should be directed to the contact information provided above. We maintain prompt communication protocols and will respond to all inquiries within [Timeframe].

Please provide us with the following at your earliest convenience:

- Current copy of CC&Rs and any amendments
- HOA rules and regulations handbook
- Assessment payment schedule and amounts
- Architectural guidelines
- Contact information for HOA board members and committees

We value the important role the HOA plays in maintaining property values and community standards. We look forward to working collaboratively with your board and being responsible

members of your community.

Should you have any questions or require additional documentation, please do not hesitate to contact me directly.

Respectfully,

[Your Name]

[Title]

[Property Management Company Name]

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