Welcome Packet

The primary purpose of the *{Your HOA Name}* Homeowner’s Association is to build community and ensure the best quality of life for all homeowners while maintaining and enhancing property values through enforcing the covenants and maintenance of the association common areas

*Welcome to* ***{Your HOA Name}***

Dear New Homeowner;

**Congratulations** on the purchase of your new home. On behalf of the ***{Your HOA Name}*** Homeowner’s Association Welcome Committee and all homeowners of ***{Your HOA Name}*,** we would like to officially welcome you to our neighborhood. We are so pleased that you have chosen to call ***{Your HOA Name}*** home. We certainly look forward to meeting you whether it be by personal visit, walking throughout the neighborhood or a community activity.

Moving into a common-interest community, property governed by a homeowner’s association, can be a confusing and challenging ordeal, more especially for those who have never been involved with a homeowner’s association**. *{Your HOA Name}*** would like your experience here to be a positive and enjoyable one.

To help you, we have created this brief document to touch upon some key areas of interest for all new homeowners. This document is not designed to replace or substitute for the ***{Your HOA Name}*** Homeowner’s Association governing documents rather providing a simple summary. All potential homeowners should be given the opportunity to read and understand the governing documents prior to moving into the ***{Your HOA Name}***, and each homeowner has the responsibility to honor the provisions of these documents.

About ***{Your HOA Name}***

Explain information about your HOA

Why ***{Your HOA Name}***?

More about your HOA

**Covenants**

Provide Info about your HOA covenants

**HOA Annual Assessments**

Information about your HOA assessments

**HOA Communications**

Explain how your HOA communicates with its members

Website pages at-a-glance:

* Home
* Who We Are
* What We Do
* Contact Us
* Important Documents
* Calendar Documents

Upon move-in, you will be introduced to and invited to join our social network exclusive to ***{Your HOA Name}*** homeowners called NextDoor. You can learn more at NextDoor.com.

***{Your HOA Name}*** **HOA Board of Directors**

The operation of your homeowner’s association is governed by an active volunteer Board of Directors. The Board currently consists of three members that are homeowners. The Board of Directors is elected by the community to oversee the daily functions and financial responsibilities of the Association. The Board is also responsible for maintaining members’ compliance with the established dedicatory documents of the Association. It is imperative that members take the time to read through the dedicatory documents you receive during the home purchase process. These are commonly available in your closing papers. Copies are also available in the document’s library on our website: ***{Your HOA website}***

The dedicatory documents initially set up by the Developer at the inception of the Association and recorded with the ***{Your CITY}*** County Clerk’s office state the Boards’ primary duty is to preserve the integrity of the development and maintain the appearance of the neighborhood by managing the following:

1. Provide financial management and neighborhood planning
2. Common area maintenance and repairs
3. Provide architectural change/improvement guidance
4. Oversee the enforcement of the Declaration of Covenants, Conditions & Restrictions, and subsequent Amendments

Included with this letter is a series of pages with helpful information that will benefit you in being introduced to the association, explaining your part as a member, and sharing valuable information on the rules and regulations that are applicable to all members which may prove helpful in the future. Please take a moment to look it over and let us know if you have any questions. We will be happy to answer your questions. Again, welcome to your new home and your new community.

Sincerely,

***{Your HOA Name}*** *Homeowner’s Association Welcome Committee*

| **Homeowner’s Association At-A-Glance** | |
| --- | --- |
| Covenant Information | * Copies of the legal dedicatory documents for ***{Your HOA website}***   + Declaration, Covenants, Conditions & Restrictions   + Bylaws * Located in your closing papers and the Documents Library on the association website, ***{Your HOA website}*** |
| Architectural Control Committee | * All modifications to the exterior of your property, including painting, fences & landscaping must be submitted and approved by the ARC prior to beginning the project. * Forms for submitting requests for approval can be found in the Important Documents Library on the website, {***Your HOA website}*** |
| Annual Assessments (Dues, Fees) | * ***{Your HOA assessments information or the place you pay assessments}*** |
| Meetings | * ***{Your HOA meeting information}*** |
| Deed Restriction Violations (DRV) | * To report a deed restriction violation within the association, please submit your inquiry to both the developer and the management company on the Contact Us page at our website: {***Your HOA website}*** * All inquiries will be added to the next board meeting and review with Arch Committee. DRV reporting will NOT be disclosed to the offending resident. |
| Speed Limit | * The speed limit throughout the neighborhood is 30mph can we all take the Our motto regarding speed “20 is Plenty”! * Every homeowner, guests and service personnel are encouraged to pay attention to the speed limit. With our people walking and children playing, 20 is plenty |
| Parking | * Parking should be only in designated parking spaces * As per CCRs: * No RV’s, boats and/or utility trailers may be parked in one’s driveway or in the street unless in use and parking is only momentarily * Please be courteous of your neighbors |
| Common Areas & Grounds Maintenance | * ***{Your HOA name}*** HOA is responsible for maintaining the lawns, trees, shrubs and other plantings located in the common areas of the HOA.   + This includes both entrances, detention areas at the front and back of the subdivision. If issues arise within one of these areas, please submit an inquiry to us Contact Us page on our website: ***{Your HOA website}*** |
| Trash Pickup  (city service including in your water bill) | * The City of ***{Your CITY}*** picks up household garbage within the ***{Your HOA name}*** neighborhood every ***{DAY of Week}*** and ***{DAY of Week}*** with recycling on ***{DAY of Week}***. * Please contact the ***{Your CITY}*** or visit their website to find additional information about the brush and other items at: ***{Your CITY website}*** |
| Important Contact Information   * (all found at ***{Your HOA website}***) | ***{Your HOA important contact info like you HOA Management company}*** |
| Website | * ***{Your HOA name}*** HOA maintains a free interactive website that can be found at ***{Your HOA website}*** * The website provides a calendar of events, meetings and meeting minutes, all dedicatory documents, contracts, forms, blog, FAQ, social media, documents library, contact information, education area and much more |
| Lamppost Power Outage | * Lampposts within ***{Your HOA name}*** HOA are maintained by Oncor. Outages should be reported to Oncor at ***{Your contact place}*** |
| Important Area Numbers | * ***{Your CITY}*** City Hall – NNN-NNN-NNNN * ***{Your CITY}*** Chamber of Commerce – NNN-NNN-NNNN * ***{Your CITY}*** Fire Rescue - Administrative Number: NNN-NNN-NNNN * ***{Your CITY}*** Police Department - Administrative Number: NNN-NNN-NNNN * Non-Emergency Number - (24 hours): NNN-NNN-NNNN * Emergencies call 9-1-1 |