# 

# Headline #1

HOA Sample Newsletter

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| [Name of HOA] |  | **[Month/Year]** |

# Upcoming Dates

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List bullets points of important dates and notices such as:

Date of Next Board Meeting

Reminder: Garbage cans must be brought in on Thursday evenings!

Semi-annual gutter cleaning scheduled for December 1 & 2

List Board of Directors:

President

Vice President

Secretary

Treasurer

Member at Large

Contact information for the HOA or Manager

Story Subtitle or summary

A newsletter, whether written or electronic, is a great way to communicate with each member of your homeowner’s association. An effective newsletter follows these guidelines:

Know your audience

Write simply without the use of jargon

Add quotes, graphics or photos to appeal to your audience

Find the best way of delivering, i.e.: mailing vs. emailing

Be informative by writing about useful topics

Type a quote or add an image that corresponds to the article

Don’t over-inform – pick 1-2 topics to discuss

Some examples of articles to include in your Association newsletter are:

Reminder about pool rules as the summer months approach

Inform members of any changes to the rules and regulations

Discuss a new project such as new lighting being added to the neighborhood, why it’s happening, and how it’s being funded.

Address and issue, such as members not cleaning up after their pets in the common areas.

# Headline #2

Story Subtitle or summary

Consider doing a **feature story** to help foster relationships and build community.

This could be a volunteer spotlight, board member interview, highlighting a community social event, or giving a shout out to a committee.

People like to read about others they know, especially when it’s happening in their own community. They also like recognition – just a simple “thank you” for paying assessments on time, bringing in garbage cans in a timely manner, or cleaning up after pets, can go a long way.

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| No matter what, some members won’t read the entire newsletter, so it’s a good idea to provide a summary section of the information included in the newsletter for the “skimmers” out there. This would include important upcoming dates or reminders.  This section could also be used more for entertainment, such as including a seasonal recipe, photos from a social event, a letter from the Board President, or an inspiring quote. |

Living in a homeowner’s association is more than just residing in a structure of wood and nails. It’s about building relationships and being part of a community.

A newsletter is one way an HOA board can nurture and encourage residents in the Association as well as keep them informed.

Image or Graphic

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|  | **At a Glance** |  |