



These letters are general templates designed for you to use as a starting point for communicating with the members of your homeowners association. If you're just starting out, use them as-is by filling in the blanks or tailor them to reflect the personality of your specific homeowners association community.

Please be advised: *It's important that any and all communication with members reflects and doesn't go against the governing documents (CC&Rs, Bylaws and Rules) of your Association, and the processes that have been put in place by those documents. Be sure you have read and understand those documents.*

HELPFUL TIPS:

- ✓ Send letters on Association letterhead
- ✓ Include copies of any applicable governing documents mentioned (CC&Rs, Bylaws, or Rules)
- ✓ Include copies of any applicable forms mentioned (Ex: Owner Information Form; Monthly Assessment Coupon)
- ✓ Personally sign the letters
- ✓ Tailor the letters to reflect the policies, procedures, and day-to-day life of your Association

Keeping up with communication in any homeowners association can be time-consuming and challenging. Whether welcoming new members or addressing issues such as collecting late assessments or notifying of a rule violation, it's important to do so in a timely manner.



Where can you turn for advice and help to meet the demands and ensure that your association is running smoothly? If you're feeling overwhelmed or just unsure about how to handle communication in your Association, consider contacting The Hignell Companies for a free assessment.