

Dear Homeowners,

We hope this message finds you well. We are writing to inform you about an important change in the governance of our Homeowners Association (HOA).

Change Details

Effective [Date], the following governance changes will be implemented:

- New board members: [Names]
- Updated bylaws: [Summary of changes]
- Change in meeting frequency: [Details]

Upcoming Meeting

We invite all homeowners to join us for an informational meeting on [Date] at [Time], where we will discuss these changes in detail. Your feedback and participation are vital to our community.

Contact Information

If you have any questions or concerns regarding these changes, please do not hesitate to contact us at:

Email: [Email Address]

Phone: [Phone Number]

Thank you for your attention to this matter.

Best Regards,

[Your Name]

[Your Position]

[HOA Name]