

# Dear Homeowners,

We hope this message finds you well. We are writing to inform you of an upcoming change to our Homeowner Association policies that will take effect on **[Effective Date]**.

## Summary of Policy Change:

[Brief description of the policy change]

## Reason for Change:

[Explanation of why the policy is being changed]

## Impact on Homeowners:

[Description of how this policy change will affect homeowners]

## Community Meeting:

We will be holding a community meeting on **[Date and Time]** at **[Location]** to discuss this change and answer any questions you may have.

Thank you for your attention and cooperation. We appreciate your commitment to making our community a better place to live.

Sincerely,

**[Your Name]**

**[Your Position]**

[Homeowner Association Name]