

Proposed Budget for HOA Meeting

Date: [Insert Date]

To: [HOA Board Members]

Dear [Board Members/Residents],

I am writing to present the proposed budget for the upcoming fiscal year, which will be discussed in the upcoming HOA meeting scheduled for [Insert Date]. The purpose of this budget is to ensure the continued maintenance and improvement of our community while remaining fiscally responsible.

Proposed Budget Overview

Category	Proposed Amount
Maintenance	[\$[Insert Amount]]
Utilities	[\$[Insert Amount]]
Insurance	[\$[Insert Amount]]
Reserve Fund	[\$[Insert Amount]]
Community Events	[\$[Insert Amount]]
Total	[\$[Insert Total Amount]]

Please review the attached detailed budget proposal prior to the meeting. Your feedback and suggestions will be greatly appreciated.

Thank you for your attention, and I look forward to our discussion on this important matter.

Sincerely,

[Your Name]
[Your Position]
[HOA Name]
[Contact Information]