HOA Newsletter Template

A free template from Havn (havnhq.com/templates). Replace every bracketed item, delete what does not apply, and check your state's rules and your governing documents before sending.

[Community name] Newsletter

[Month Year] · [Issue number]

From the board

[Three to five sentences on the one thing that matters this month: a project finished, a decision made, a thank-you. Plain and specific.]

Dates

- Board meeting: [date, time, place or link]
- Annual meeting: [date]; notices go out [date]
- Trash, recycling, bulk pickup: [dates]
- [Pool / clubhouse / gate] hours: [hours]
- [Project] work: [start] to [end], [what to expect]

Money

Assessments are $[amount] per [period], due on the [day]. Pay on the portal at [link] or by check to [address]. Autopay is on for [number] of [number] homes.

The reserve fund holds $[amount], [percent] percent of the reserve study's target. [One sentence on the biggest expense this month.]

Projects and rules

- [Project]: [status and next step]
- Decided at the last meeting: [decision], minutes on the portal under Documents
- Reminder: [rule], because [the reason]. [How to request an exception, if any]

Welcome

[New owners this quarter, by street, if they agreed to be named.]

Reach us

Text [number], email [address], or call [number] during [hours]. For anything about your home, send a request from the portal at [link].

The Board of Directors, [Community name]

This template is a starting point. Notice periods, fee limits, and voting rules vary by state and by governing documents, so check both, or ask your attorney, before sending. State summaries: havnhq.com/hoa-laws.