

Homeowners Association
123 Somewhere St. Somewhereville, USA 76543
555-555-555 | FAX: 555-555-555

You are cordially invited to attend the Annual Meeting of the Members to be held on:

DATE: Month XX, 2021

LOCATION: Via Zoom

TIME: Start Time 6:00 p.m./Sign-in Time 5:45 p.m.

There are 2 open positions on the Board of Directors. One position will be a two-year term and one position will be a three year term.

If you wish to be a candidate for a Board position, complete the enclosed Candidate Application and return it to the Association by Month X, 2021. Applications can be emailed to hoa@samplehoa.com mailed to 123 Somewhere St. Somewhereville, USA 76543 or faxed to 555-555-555.

A questionnaire is also enclosed should you have any items you would like the Board to address during the meeting. Questionnaires should be returned on or before Month X, 2021.

Remember, when you elect a Board Member, you are electing them to make decisions for your community. Your vote is very important. Please watch the mail for your ballot which will arrive within 30 days. If you have any questions, please contact me at hoa@samplehoa.com or call me at 555-555-555. We look forward to seeing you at the Annual Meeting.

Sincerely,

John Smith

**John Smith, Community Manager
For the Board of Directors**

ENCLOSURES:

Candidate Application, Questionnaire