Dear {*Enter Name*}:

Welcome to the Board of Directors!

As a Board Member you have been elected to represent the interests of the Association and supervise the business affairs in a prudent and fiscally responsible manner. An Association is typically a Non-Profit Corporation with an annual operations budget and reserve account for the major components. You are responsible for the financial and physical health of the Association's assets.

As a Board Member you have a responsibility to become familiar with your governing documents and laws. You also have a duty to obey and enforce the documents and all pertinent laws.

Each month you will receive a monthly financial report generated by our Bookkeeping Department. Please call if you have any questions and we can review it together. The report is fairly straightforward, i.e., operating and reserve account fund balances, aged delinquency reports, expenses compared to your Association’s budget, contribution to reserves, etc.

Also, a packet of information is mailed to all Board Members prior to each board meeting. This package will contain correspondence, memos, minutes, etc. It is important to review the material and bring this packet with you to the board meeting, as you will be discussing this material at the meeting.

For your information and to help you become familiar with some issues that your fellow Board Members are addressing, we have enclosed the following for your files:

* Most recent monthly financial report
* Budget & Reserve Study
* Board Roster or Matrix with important contact information
* XXXX - XXXX Board Meeting Minutes

I look forward to seeing you at the next Board meeting, XXXX, at XXXX

Very truly yours,

{*Management Company Name}*

Agent for {*Enter Name}* HOA

XXXX

{*Enter Title*}

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