



Sample, 2019

Welcome to the Old Nags Head Place Homeowners Association, Inc.

Old Nags head Place (ONHP) HOA annual dues are \$100.00 and billed annually in June of each year, for that calendar year, but may be paid at any time.

There is an abundance of useful information on the Homeowners Association website that all new homeowners should find helpful, including recent Community news, Announcements and Architectural Guidelines on house exterior improvements and allowable exterior paint colors that help to ensure each property maintains attributes of the "Old Nags Head" style cottage. All new homeowners should obtain and review a copy of the ONHP Declaration of Protective Covenants.

Association website address: www.oldnagsheadplace.com

The owner's password for the site is xxxx (deleted for the purposes of this sample letter).

The Annual homeowners meeting is typically held on Columbus Day weekend each year. The meeting this year will be held on Saturday, 10/12/2019. I hope you will be able to attend. Information on the Annual Homeowners meeting are normally mailed out to all owners 30 days prior to the meeting.

The Homeowner Association requests your contact information for administrative purposes and records including **contact email(s) and/or phone number(s)**. It is the up to each owner to decide whether you would like them shared with other Association members under the password protected section on the homeowner website or kept private. I have enclosed a copy of the updated July 2018 Guidelines from the Architectural Review Board as well as the contact information for the Board of Directors and the Members of the Architectural Review Board for your reference.

Please feel free to contact me at the phone number, email or address listed below if you have any other questions or need any additional information.

Best Regards,

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