



HOA Communication Templates Pack

Ready-to-send messages for clear, calm, and consistent community communication

<https://neighborhood.online>

Purpose: Reduce stress, mistakes, and back-and-forth by giving boards ready-to-send language.

Tone principles baked in:

- Clear
- Calm
- Human
- Non-legal unless required

I. Rule & Regulation Change Announcement Template

Subject: Important Update to Community Rules & Regulations

Message:

Hello Neighbors,

We want to share an update to our community rules and regulations regarding [brief topic].

What's changing:

- Starting [date], the following update will take effect:
- [Plain-language explanation of the change]

Why this update is happening

This change helps us [safety, fairness, clarity, compliance, etc.] and keeps expectations clear for everyone.

What you need to do

- Review the update by [date]
- Reach out if you have questions

We appreciate everyone's cooperation and continued care for our community.

Thank you,

[HOA Board or Management Name]

2. Amenity Reminder Template

Subject: Friendly Reminder About [Amenity Name]

Message:

Hi Everyone,

Just a quick reminder about [amenity name] guidelines as we head into [season/event].

Please remember:

- [Rule or guideline #1]
- [Rule or guideline #2]
- [Rule or guideline #3]

These guidelines help ensure the space stays safe, clean, and enjoyable for everyone.

Thanks for helping keep our shared spaces welcoming.

Warmly,

[HOA Board or Management Name]

3. Meeting Cancellation or Reschedule Template

Subject: Update: [Meeting Name] on [Date]

Message:

Hello Neighbors,

Due to **[brief reason]**, the **[meeting name]** scheduled for [original date] will be **[canceled/rescheduled]**.

New details (if applicable):

- New date: [date]
- Time: [time]
- Location or link: [details]

We apologize for any inconvenience and appreciate your understanding.

Best,

[HOA Board or Management Name]

4. Project Update Template

Subject: Community Project Update: **[Project Name]**

Message:

Hi Neighbors,

We wanted to share a quick update on **[project name]**.

Current status:

[Brief progress update]

What to expect next:

- **[Next step]**
- **[Estimated timeline]**

We'll continue to share updates as the project moves forward. Thank you for your patience and cooperation.

Sincerely,

[HOA Board or Management Name]

5. “Good News” Community Update Template

Subject: A Quick Community Update to Share

Message:

Hello Neighbors,

We’re happy to share a positive update with you.

What’s happening:

[Good news, milestone, completion, improvement]

Thank you to everyone who helped make this possible. It’s a great example of what we can accomplish together as a community.

With appreciation,

[HOA Board or Management Name]