



HOA Website Posting Templates

Clear, Consistent Posts Boards Can Reuse Again and Again

<https://neighborhood.online>

Your HOA website should be the single source of truth for community information. These templates help boards post updates quickly, consistently, and clearly without rewriting from scratch each time.

Each template includes:

- When to use it
- What to include
- A ready-to-post example

I. Board Update Template

Use when

- Sharing board decisions
- Posting summaries between meetings
- Communicating progress or direction

Recommended frequency

- Monthly or after key decisions

Template

Title: Board Update: [Topic or Month]

Post body:

Hello neighbors,

We wanted to share a brief update from the HOA board regarding [topic or timeframe].

What's happening

- [Decision, action, or update]
- [Relevant context if needed]

Why this matters

[Short explanation of how this affects the community]

What's next

- [Next step or upcoming milestone]
- [When residents can expect another update]

If you have questions, please feel free to reach out. We appreciate everyone's continued involvement in the community.

— [HOA Board Name]

2. Meeting Announcement Template

Use when

- Posting upcoming board or annual meetings
- Providing official meeting notice

Recommended frequency

- Before every meeting

Template

Title: Upcoming HOA Meeting: [Date]

Post body:

The HOA board will be holding a meeting on the following date and time:

- Date: [Date]
- Time: [Time]
- Location: [Physical location or virtual link]

Meeting agenda highlights

- [Agenda item]
- [Agenda item]
- [Agenda item]

Residents are welcome to attend. If you have questions or items you'd like the board to consider, please submit them by [deadline].

We look forward to your participation.

– [HOA Board or Management Name]

Notes:

- Meeting minutes will be documented and made available to homeowners.
- Homeowners are encouraged to submit agenda items in advance.
- Contact [HOA Contact Information] for inquiries.

