

Association Name

RESIDENT ORIENTATION

Welcome to the Community!

We're thrilled to have you join us! This guide is designed to help you understand the responsibilities and benefits of being part of our homeowner association. Even if you've lived in a planned community before, ours has unique nuances that make it special.

Building a Strong Community

At Unity, we are dedicated to creating a vibrant, collaborative community. Our goal is to foster a sense of connection and shared responsibility among all neighbors. Without an on-site manager, the community thrives on active participation from homeowners. We rely on you to join committees or the board of directors, helping to shape and maintain our neighborhood. As your manager, I'm here to support, educate, and connect everyone, ensuring every voice is heard and valued. We believe that when neighbors work together, we can create a harmonious and enjoyable living environment for everyone.

Understanding Our Governance

Your community operates under a set of governing documents, including the Covenants, Conditions, and Restrictions (CC&Rs), By-Laws, and Articles of Incorporation. We also adhere to various legal codes, such as the Davis-Stirling Act. These documents outline the rules and regulations that help maintain our community's standards. Homeowners elect the board of directors, who are responsible for making most decisions. However, certain significant issues, such as electing or removing directors or approving major assessments, require a vote from the membership. While it's not a direct democracy, we often seek your input on key matters through surveys and questionnaires, ensuring that your opinions are considered in our decision-making process.

Homeowner Responsibilities

As a homeowner, you play a crucial role in the success of our community. It's important to stay informed about our governing documents and adhere to the rules and regulations. Paying your assessments on time ensures we have the funds needed to maintain and improve our neighborhood. Keeping your contact information updated with the association is also vital for effective communication. Additionally, promptly reporting any issues you observe helps us address them quickly and maintain a safe and pleasant environment for everyone.

Board Meetings and Participation

Board meetings are open to all homeowners, providing a transparent and inclusive environment for community governance. Each meeting begins or ends with a homeowner forum, where you can voice concerns, ask questions, or share suggestions. If you prefer, you can also submit written concerns to the management, which will be presented to the board. While you're welcome to observe the meetings, direct participation in decision-making is reserved for board members during the meeting. This structure helps maintain order and efficiency while ensuring that homeowner voices are heard.

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Annual Meeting and Voting

The annual meeting is one of the most important events in our community. It's your opportunity to vote for the board of directors, who will represent your interests and make key decisions for the community. This vote is significant because the directors you elect will have a direct impact on the management and direction of our neighborhood. We encourage all homeowners to participate in the annual meeting to ensure that your voice is heard and your interests are represented.

Committee Involvement

Committees are the backbone of our community, playing a crucial role in guiding the board of directors with their recommendations and reports. These committees focus on various aspects of community life, from landscaping to social events. We highly encourage you to volunteer for a committee that aligns with your interests and skills. Even if there are no immediate openings, we'll keep your name on a list for future opportunities. Your involvement in a committee not only helps improve the community but also allows you to connect with your neighbors and make a meaningful contribution.

Architectural Requests

Before making any improvements or changes to your home or lot, it's important to review your governing documents. Most changes require written approval from the Architectural Committee to ensure they comply with community standards and guidelines. This process helps maintain the aesthetic harmony and property values within our neighborhood. When submitting a request, be sure to include detailed plans and any necessary documentation to facilitate a smooth review process.

Submitting Complaints

To better serve you, we ask that all complaints be submitted in writing with detailed information on times, dates, addresses, and what transpired. Providing thorough and accurate details helps us address issues effectively and efficiently. Written complaints ensure there is a clear record of the problem and allow us to follow up appropriately. We are committed to maintaining a high quality of life in our community and appreciate your cooperation in helping us achieve this goal.

Welcome again! We're excited to have you and look forward to building a strong, connected community together. Feel free to reach out with any questions via email at support@unitypm.com or via phone (833) HOA- 1100.

Thank you,

Nancy Ayers
Community Association Manager

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