

SAMPLE WELCOME LETTER FOR NEW ELECTED HOA BOARD MEMBERS

Date

Ms. Elected Person
123 Any Street
Anytown, Illinois

Dear Insert Person's Name and HOA Board Office (if applicable):

Welcome to the Board of Directors of the OUR LODGE Association. We are very pleased to have you as part of our organization. I have enclosed for your perusal the following:

1. OUR Lodge Organizational Chart;
2. Final Minutes of the Board of Directors Meetings on June 28, 2009, July 17, 2009 and October 12, 2009 held via teleconference calls;
3. Board Reports for the Board of Directors meeting on June 28, 2009;
4. Transcript and Final Minutes of the Annual Owners Meeting held September 29, 2009;
5. Handout documents for Annual Owners meeting held October 27, 2009; including financial documents for Fiscal Year ending June 30, 2009 and the OUR Lodge Budget for Fiscal Year ending June 30, 2010;
6. Financial documents for Fiscal Year ending June 30, 2009 and OUR Lodge Budget for Fiscal Year ending June 30, 2010;
7. OUR Lodge brochure; and
8. OUR Lodge Condominium Documents.

During the course of the year, we usually have at least four (4) or possibly more Board meetings in addition to the annual meeting. While Board members are expected to attend all of the meetings, if possible, we also invite spouses to attend a winter Board meeting as well as the annual meeting. All of your travel expenses, food, and lodging are reimbursed, and spouse expenses will be reimbursed for up to two meetings per calendar year. Please submit an expense report to me for reimbursement.

Additionally, for the convenience of our Board Members, we have an "Executive 800" number (800-###-####) through which you will always be able to reach _____ or me, or if we should not be available for your call, you can leave a message with our assistant, _____.

From time to time, you may receive questions from owners concerning the Lodge. It is our preference that you refer these owners and their questions to either _____ me. Please copy to our offices any correspondence or e-mails that owners have directed to you. Please refer owners to our "outside" 800 number (800-###-####).

As a member of the Board of Directors, you will also be expected to serve on different committees within the board structure. The committee memberships will be more clearly defined at the next Board meeting. This meeting has been scheduled for February 23, 2010. The meeting's location and further information will be announced in a formal notice to Board members.

If you have any questions, please feel free to call either Mr. _____ or myself. We are looking forward to your participation and contribution to our Board of Directors.

Sincerely,
OUR LODGE ASSOCIATION
General Manager