

# Monthly Maintenance Reminder

Dear Residents,

This is a friendly reminder that it's time for our monthly maintenance check. Please ensure that the following areas are addressed:

- Inspect smoke detectors and replace batteries if needed.
- Check air filters and replace if dirty.
- Test all plumbing fixtures for leaks.
- Clean and organize your balconies and patios.

Please complete these tasks by the end of the month. If you encounter any issues or need assistance, do not hesitate to contact the maintenance office.

Thank you for your cooperation!

Sincerely,  
The Management Team