

# Shared Space Regulations for Residents

Dear Residents,

We hope this message finds you well. As part of our commitment to maintaining a harmonious living environment, we would like to remind you of the following regulations regarding the use of shared spaces:

1. **Cleanliness:** Please ensure that all shared areas are kept clean and tidy. Dispose of trash properly and encourage others to do the same.
2. **Noise Levels:** Maintain a respectful noise level in shared spaces, particularly during designated quiet hours.
3. **Personal Items:** Do not leave personal belongings in shared areas. Please take them with you after use.
4. **Respect for Others:** Be courteous when using shared facilities. Allow others to have equal access and be mindful of their needs.
5. **Report Issues:** If you notice any maintenance issues or unsafe conditions, please report them to building management immediately.

Your cooperation in following these regulations is greatly appreciated and will help contribute to a pleasant community for all. Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Title]

[Community/Building Name]

[Contact Information]