

Joint Amenity Usage Plan for Residents

Date: [Insert Date]

Dear Residents,

We are excited to present the Joint Amenity Usage Plan designed to enhance our community living experience. This plan outlines the guidelines for the shared use of our community amenities.

Amenity Schedule

- Swimming Pool: 8 AM - 10 PM
- Community Room: Available for booking from 9 AM - 9 PM
- Gym: 6 AM - 10 PM
- Outdoor BBQ Area: 4 PM - 10 PM

Usage Guidelines

1. Please respect the hours of operation for each amenity.
2. Residents must book the Community Room in advance to avoid conflicts.
3. Clean up after use to maintain a pleasant environment for all.
4. Report any maintenance issues to the property management promptly.

We appreciate your cooperation and look forward to a harmonious community experience. Should you have any questions or suggestions, feel free to reach out to the management team.

Warm regards,

[Your Name]

[Your Title]

[Community Name]