

Dear Residents,

We hope this message finds you well. As part of our commitment to keeping our community spaces enjoyable and clean, we are implementing a shared responsibility for the maintenance of the communal grill located in our common area.

Maintenance Responsibilities

- Each resident will be assigned a specific week where they will be responsible for cleaning and maintaining the grill.
- After each use, please ensure that the grill is cleaned, including removing any residue and disposing of waste properly.
- Report any issues or necessary repairs to management immediately.

Schedule

A schedule will be posted in the common area, detailing each resident's assigned week. We kindly ask everyone to adhere to their responsibilities to ensure a clean and safe grilling environment for all.

Contact Information

If you have any questions or concerns, please feel free to reach out to the management at [Management Contact Information].

Thank you for your cooperation and for helping us keep our community a welcoming place!

Sincerely,

[Your Community Management]