

Common Area Maintenance Schedule Notification

Date: [Insert Date]

Dear Residents,

We hope this message finds you well. We would like to inform you about the upcoming maintenance scheduled for the common areas of our community.

Maintenance Schedule

Date	Time	Area of Maintenance	Details
[Insert Date]	[Insert Time]	Pool Area	Cleaning and chemical balancing
[Insert Date]	[Insert Time]	Lawn and Garden	Mowing and landscaping
[Insert Date]	[Insert Time]	Parking Lot	Resurfacing and painting

Please ensure that any personal items are removed from the common areas prior to the scheduled date to facilitate a smooth maintenance process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Community/Organization Name]

[Contact Information]