

Common Area Maintenance Update

Date: [Insert Date]

Dear Residents,

We hope this message finds you well. We wanted to provide you with an update regarding the maintenance of our common areas.

As part of our ongoing commitment to ensuring that our community remains safe and enjoyable for all residents, the following maintenance activities are scheduled:

- Landscaping and lawn care - [Date]
- Power washing of sidewalks and common areas - [Date]
- Repairs to lighting fixtures in common areas - [Date]
- Cleaning and servicing of common area amenities - [Date]

We appreciate your patience and understanding as these important updates are being made. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Community/Property Name]