

# Homeowner Association Maintenance Announcement

Date: [Insert Date]

Dear Homeowners,

We would like to inform you that routine maintenance will be conducted in our community starting on [Insert Start Date] and will continue until [Insert End Date]. The maintenance activities will include:

- Landscaping and lawn care
- Pool maintenance
- Common area cleaning
- Repair of playground equipment

Please be advised that some areas may be temporarily inaccessible during this time. We apologize for any inconvenience this may cause and appreciate your understanding as we work to keep our community in great shape.

If you have any questions or need further information, please feel free to contact the HOA office at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Homeowner Association Name]