

Community Upkeep Responsibilities

Date: [Insert Date]

Dear [Community Member's Name],

We hope this message finds you well. As a valued member of our community, we wish to remind you of the importance of maintaining our shared spaces and upholding our community standards.

Responsibilities

- Ensure that your lawn and garden are well-kept and free of debris.
- Participate in community clean-up days and other scheduled maintenance events.
- Report any issues or safety hazards in communal areas to the community board.
- Respect the noise regulations and maintain a peaceful environment for all residents.

By working together, we can create a clean, beautiful, and enjoyable community for everyone. Thank you for your cooperation and commitment to our shared responsibilities.

Best regards,

[Your Name]

[Your Position]

[Community Association Name]

[Contact Information]