

# Rules for Maintaining Common Areas

Date: \_\_\_\_\_

Dear Residents,

We hope this message finds you well. In our continuous effort to ensure a clean and pleasant living environment, we have outlined the following rules for maintaining our common areas:

## Common Area Maintenance Rules

1. All residents must keep the common areas clean and tidy.
2. Please dispose of trash in the designated bins only.
3. No personal items should be left unattended in common areas.
4. Report any maintenance issues to the management immediately.
5. Respect the quiet hours from 10 PM to 7 AM.

We appreciate your cooperation in keeping our community a great place to live. If you have any questions or suggestions, feel free to reach out to the management.

Thank you for your understanding.

Sincerely,  
Your Management Team