

Date: [Insert Date]

To: All Residents and Homeowners

From: [Property Management/Association Name]

Subject: Opening of Seasonal Amenities and Access Instructions

Dear Resident,

We are pleased to announce that our seasonal amenities will officially open for the [Year] season on **[Opening Date]**.

The following facilities will be available for your use:

- [Amenity 1, e.g., Swimming Pool]
- [Amenity 2, e.g., Tennis Courts]
- [Amenity 3, e.g., Outdoor BBQ Area]

Operating Hours:

[Insert Hours, e.g., Monday - Sunday, 9:00 AM to 9:00 PM]

Access Requirements:

To ensure a safe and enjoyable environment for everyone, please note the following access procedures:

- **Entry Method:** Use your [Key Fob/Key Card/Mobile App] to enter the gated areas.
- **New Residents:** If you do not have an access device, please contact the office at [Phone Number] or [Email Address] to obtain one.
- **Identification:** Residents may be asked to show proof of residency or a valid ID while using the amenities.
- **Guest Policy:** [Insert Guest Policy, e.g., Maximum of 2 guests per household].

Rules and Safety:

Please review the attached [Amenity Rules Document] before your first visit. Remember that there are no lifeguards on duty; all residents use the facilities at their own risk. Children under the age of [Age] must be accompanied by an adult at all times.

We look forward to a wonderful season. If you have any questions, please contact the management office.

Sincerely,

[Your Name/Signature]

[Title]

[Property Name/Association]