

# NOTICE: PARKING LOT RESURFACING AND MAINTENANCE

**Date:** [Insert Date]

**To:** All Residents, Tenants, and Visitors

Please be advised that the parking lot at [Insert Property Name/Address] is scheduled for professional resurfacing and maintenance.

## Work Schedule:

- **Start Date:** [Insert Date] at [Insert Time]
- **Completion Date:** [Insert Date] at [Insert Time]

## Instructions for Vehicle Owners:

- All vehicles must be removed from the parking lot by [Insert Time] on [Insert Date].
- Any vehicles remaining in the lot after this time will be towed at the owner's expense.
- Alternative parking is available at: [Insert Alternative Parking Location].

## Important Safety Information:

For your safety, please stay away from the work area while crews and heavy equipment are operating. Do not walk or drive on the fresh sealcoat or asphalt until the barricades have been removed by the contractor.

We apologize for this temporary inconvenience and appreciate your cooperation in improving the property.

If you have any questions, please contact:

**Management Office:** [Insert Phone Number]

**Email:** [Insert Email Address]

Sincerely,

[Insert Name/Property Management Name]