

NOTICE: PARKING LOT MAINTENANCE

TO: All Tenants, Residents, and Visitors

FROM: Property Management

DATE: [Insert Date]

SUBJECT: Weekend Parking Lot Sealing and Striping

Please be advised that we have scheduled maintenance for the parking lot this coming weekend. The work will include asphalt sealing and fresh line striping.

SCHEDULE:

- **Start Date:** Saturday, [Insert Date] at [Insert Time]
- **End Date:** Monday, [Insert Date] at [Insert Time]

IMPORTANT INSTRUCTIONS:

- **Vehicle Removal:** All vehicles must be removed from the parking lot no later than [Insert Time] on [Insert Day].
- **Towing:** Any vehicles remaining in the lot after the deadline will be towed at the owner's expense.
- **Lot Access:** The parking lot will be completely closed to all vehicle and pedestrian traffic during this time to allow the sealant to dry properly.
- **Alternative Parking:** Please utilize [Insert Alternative Parking Location] during the closure.

We apologize for this temporary inconvenience. This maintenance is necessary to improve the safety and appearance of our property.

If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Insert Name/Company Name]
Property Management