

NOTICE OF UPCOMING MAINTENANCE

Date: [Insert Date]

To: All Residents/Property Owners

Subject: Notice of Exterior Landscape Maintenance and Power Washing

Dear Resident,

Please be advised that we have scheduled exterior maintenance for the property on the following dates:

Scheduled Dates: [Insert Start Date] to [Insert End Date]

Working Hours: [Insert Start Time] to [Insert End Time]

Scope of Work:

- **Landscaping:** Tree trimming, shrub pruning, weeding, and mulch application.
- **Power Washing:** Cleaning of building siding, walkways, driveways, and common area hardscapes.

Action Required:

- Please ensure all windows and doors are tightly closed on power washing days.
- Remove all personal items, patio furniture, and decorations from exterior areas.
- Ensure all vehicles are moved away from the designated work zones.
- Keep pets indoors during the scheduled maintenance hours.

We apologize for any noise or temporary inconvenience this may cause. This maintenance is necessary to preserve the beauty and safety of our community.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]