

Date: [Insert Date]

To: All Residents of [Insert Community Name]

Subject: Reminder of Community Guidelines Regarding Balcony Use

Dear Residents,

We are writing to remind everyone of the community guidelines regarding the appearance and maintenance of balconies and patios within our complex.

To maintain the aesthetic standards and property values of our community, please be advised that the hanging of laundry, clothing, towels, linens, or rugs over balcony railings or on drying racks visible from the street or common areas is strictly prohibited.

We kindly ask that all residents use indoor drying methods or the provided laundry facilities for their laundry needs. All balconies should remain free of clutter and be used only for suitable outdoor furniture and decorative plants.

Please ensure your balcony complies with these regulations by [Insert Date]. Failure to comply may result in a formal violation notice or fines as outlined in your lease agreement.

We appreciate your cooperation in keeping our community looking its best for all residents and visitors.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Information]