

Date: [Insert Date]

To: All Residents / [Resident Name]

Property: [Insert Community/Apartment Name]

Subject: NOTICE: Improper Use of Community Barbecue Grills

Dear Resident,

This letter serves as a formal notice regarding the proper use of the shared community barbecue grills located in the [Insert Location, e.g., Courtyard/Pool Area].

It has come to the attention of management that the grills are not being used in accordance with the community rules. Specifically, the following issues have been noted:

- Failure to clean the grill grates after use.
- Leaving trash and food scraps in the surrounding area.
- Leaving the gas supply turned on after finishing.
- Using unauthorized fuel types (e.g., charcoal in a gas grill).
- Exceeding reserved time slots or usage hours.

To ensure these amenities remain available and sanitary for all residents, please remember:

1. Clean the grill and prep surfaces immediately after use.
2. Dispose of all waste in the provided trash receptacles.
3. Ensure the gas/power is completely turned off.
4. Follow all posted safety and timing signs.

Failure to comply with these rules may result in the temporary closure of the barbecue area or individual fines/loss of amenity privileges. We appreciate your cooperation in keeping our community clean and safe.

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

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]