

Date: [Insert Date]

To: [Resident/Guest Name]

Address/Unit: [Insert Unit Number]

Subject: WARNING LETTER - PROHIBITION OF GLASS CONTAINERS IN POOL AREA

Dear [Name],

This letter serves as a formal warning regarding the use of glass containers within the swimming pool area on [Date of Incident]. It was observed that [details of the violation, e.g., glass bottles were brought onto the pool deck].

For the safety of all residents and guests, our community rules strictly prohibit any glass items in the pool area. Broken glass is extremely difficult to see in water and on the pool deck, posing a severe risk of injury and potentially requiring the pool to be drained and professionally cleaned at a significant cost.

Please ensure that all beverages and food items are kept in plastic, aluminum, or other non-breakable containers when entering the pool enclosure.

Please be advised that further violations of this policy may result in:

- Suspension of pool privileges.
- Fines as outlined in the community guidelines.
- Liability for costs associated with pool cleaning or repairs if glass breakage occurs.

We appreciate your immediate cooperation in keeping our amenities safe for everyone.

Sincerely,

[Your Name/Property Management]

[Contact Information]