

[Date]

[Property Name/Association Name]

[Address]

[City, State, Zip Code]

Dear Residents and Property Owners,

As we approach the new season, we would like to provide you with an update regarding our annual groundskeeping and landscaping maintenance schedule for [Year].

Our goal is to ensure that the community remains well-maintained, safe, and visually appealing. Starting on [Start Date], our maintenance crews will begin the following services:

- **Mowing and Edging:** Scheduled weekly on [Day of the Week].
- **Pruning and Trimming:** Scheduled for the weeks of [Dates] to maintain tree and shrub health.
- **Fertilization and Weed Control:** Applications will occur during [Month/Season].
- **Irrigation Inspection:** System testing and repairs will take place during [Month].
- **Seasonal Planting:** Flower bed updates are scheduled for [Month].

To help our teams work efficiently, we kindly ask for your cooperation with the following:

- Please ensure all personal items, such as toys, hoses, and lawn furniture, are cleared from common grass areas.
- Keep pets indoors or leashed during scheduled maintenance hours.
- Ensure that vehicles are not blocking access to service gates or maintenance equipment paths.

Please note that schedules may be adjusted due to weather conditions. We will provide additional notices if significant delays occur.

Thank you for your cooperation in keeping our community beautiful. If you have any questions or concerns regarding the landscaping schedule, please contact [Contact Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title/Property Management]