

## **NOTICE: UPCOMING PARKING LOT PAVING AND RESTRIPIING**

Date: [Insert Date]

Dear Residents/Tenants,

Please be advised that we will be performing asphalt paving and restriping in the parking lot beginning on **[Start Date]**. To minimize disruption, this work will be completed in **[Number]** phases.

### **PHASE SCHEDULE:**

- **Phase 1: [Area/Location Description]**  
Dates: [Start Date] to [End Date]  
Vehicles must be moved by: [Time] on [Date]
- **Phase 2: [Area/Location Description]**  
Dates: [Start Date] to [End Date]  
Vehicles must be moved by: [Time] on [Date]
- **Phase 3: [Area/Location Description]**  
Dates: [Start Date] to [End Date]  
Vehicles must be moved by: [Time] on [Date]

### **IMPORTANT INSTRUCTIONS:**

- All vehicles must be cleared from the designated phase area by the times listed above.
- Any vehicles remaining in the work zone will be towed at the owner's expense.
- Fresh asphalt and paint will be wet. Do not walk or drive on treated areas until cones/tape are removed.
- Temporary parking is available at [Alternative Parking Location].

Please note that this schedule is weather-dependent. In the event of rain, work will be postponed to the next available clear day.

Thank you for your cooperation as we improve our property.

Sincerely,

[Your Name/Property Management]

[Contact Phone Number]

[Email Address]