

NOTICE: PARKING LOT RESURFACING AND RESTRIPIING

Date: [Insert Date]

To: All Residents and Tenants

From: Property Management

Dear Residents/Tenants,

Please be advised that we have scheduled maintenance for the parking lot at [Property Name/Address]. This project involves resurfacing (sealcoating) and restriping to improve the safety and appearance of the property.

Work Schedule:

- **Start Date:** [Insert Day/Date] at [Insert Time]
- **Completion Date:** [Insert Day/Date] at [Insert Time]

Action Required:

All vehicles must be removed from the parking lot no later than [Insert Time] on [Insert Date]. Any vehicles remaining in the lot during the scheduled work hours will be towed at the owner's expense.

Alternative Parking:

During this period, please park your vehicles at [Insert Alternative Parking Location/Street Names].

Important Reminders:

- The lot will be closed to all vehicle and pedestrian traffic while the sealant dries.
- Please do not drive over wet sealant, as it will damage your vehicle and the new surface.
- Access to the lot will be restored once the cones and barricades are removed by the contractor.

We apologize for this temporary inconvenience and appreciate your cooperation in maintaining our community.

Sincerely,

[Your Name/Company Name]
Property Management
[Phone Number]
[Email Address]