

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Subject: Annual Community Irrigation Winterization Schedule

Dear Resident,

To prevent damage to our community infrastructure caused by freezing temperatures, the [HOA Name] Board of Directors has scheduled the annual winterization and "blow-out" of the irrigation system.

The service will take place on the following dates:

Scheduled Dates: [Start Date] to [End Date]

Service Window: [Time, e.g., 8:00 AM to 5:00 PM]

Please note the following requirements for all homeowners:

- **Access:** Please ensure that gates to your backyards are unlocked for the technicians.
- **Main Valve:** If your interior shut-off valve is located inside your garage or basement, please ensure someone is home or follow the instructions provided in the attached document to shut it off manually.
- **Pets:** Please keep all pets inside during the scheduled service window.
- **Clearance:** Ensure that irrigation control boxes and valve covers are not obstructed by vehicles or debris.

Properly winterizing the system helps avoid costly pipe bursts and repairs in the spring. If you have questions regarding this schedule, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining our community.

Sincerely,

[Your Name/Board Member Name]

[Title, e.g., Board President]

[HOA Name]