

Date: [Insert Date]

To: All Residents of [Insert Complex Name]

Subject: IMPORTANT: Irrigation System Winterization Timeline

Dear Residents,

To prevent pipe damage and ensure the longevity of our community landscape, we will begin the annual winterization of the complex irrigation system. Please take note of the following schedule and instructions:

Winterization Schedule:

- **System Shutdown Date:** [Insert Date]
- **Main Line Blow-Out Period:** [Insert Start Date] to [Insert End Date]
- **Service Hours:** [Insert Time, e.g., 8:00 AM - 5:00 PM]

What to Expect:

- **Noise:** You may hear loud bursts of air or whistling from the sprinkler heads as water is cleared from the lines using an air compressor.
- **Visibility:** Maintenance crews and contractors will be moving throughout the common areas and near ground-floor patios.
- **Water Usage:** Outdoor spigots and irrigation zones will be deactivated until Spring.

Resident Actions Required:

Please ensure that all personal items, such as outdoor furniture, toys, or potted plants, are cleared away from sprinkler heads and valve boxes prior to **[Insert Date]**. If you have a private garden area connected to the main system, please ensure maintenance staff has access if required.

We appreciate your cooperation in protecting our property's infrastructure during the winter months.

If you have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Complex Name] Management