

[Date]

To: All Residents of [Townhome Community Name]  
From: [Board of Directors/Property Management]  
Subject: IMPORTANT: Shared Irrigation System Winterization Schedule

Dear Resident,

This letter is to inform you that we will be performing the annual winterization of our community's shared irrigation system to prevent pipe damage and freezing during the upcoming winter months.

**Service Date:** [Day of week], [Date]

**Service Time:** Starting at [Time]

**What this means for you:**

- The main water supply to the sprinkler system will be shut off.
- Technicians will be walking through common areas and near individual units to blow out lines with compressed air.
- You may hear loud noises or see mist/water spray near your patio or lawn during this process.

**Resident Requirements:**

- Please ensure that all personal items (garden hoses, potted plants, outdoor furniture) are moved away from irrigation heads.
- Ensure that any locked gates are accessible if an irrigation clock or valve is located within your private patio area.
- Disconnect your personal garden hoses from exterior spigots to prevent your individual pipes from freezing.

The irrigation system will remain deactivated until the spring thaw. We will notify you once a date has been set for the system reactivation in the new year.

If you have any questions, please contact [Name/Management Company] at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining our community infrastructure.

Sincerely,

[Your Name/Signature]

[Title/Organization Name]