

NOTICE: UPCOMING PARKING LOT REPAVING

Date: [Insert Date]

To: All Residents and Tenants

Subject: Advance Notice of Parking Lot Maintenance

Dear Residents,

Please be advised that the community parking lot is scheduled for repaving and maintenance. This project is necessary to improve the safety and appearance of our property.

Project Schedule:

- **Start Date:** [Insert Start Date]
- **Estimated Completion:** [Insert End Date]
- **Work Hours:** [Insert Time, e.g., 8:00 AM to 6:00 PM]

What You Need to Do:

- **Vehicle Removal:** All vehicles must be moved from [Insert Specific Area/Section] by [Insert Time] on [Insert Date].
- **Alternative Parking:** During this period, you may park at [Insert Location of Temporary Parking].
- **Towing Policy:** Any vehicles remaining in the construction zone after the deadline will be towed at the owner's expense.

Important Safety Information:

Please keep children and pets away from the heavy machinery and fresh asphalt. Pedestrian access may be limited in certain areas; please follow all posted signs and flaggers.

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

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Email Address]