

FINAL NOTICE: URGENT PARKING INSTRUCTIONS

Date: [Insert Date]

To: All Residents and Business Owners

Subject: Final Notice for Community Parking Lot Repaving

Dear Resident/Tenant,

This is the final reminder regarding the scheduled repaving of the community parking lot. Work is set to begin on **[Insert Start Date]** and is expected to be completed by **[Insert End Date]**, weather permitting.

Action Required:

- All vehicles must be removed from the parking lot by **[Insert Time]** on **[Insert Date]**.
- Any vehicles remaining in the lot after the deadline will be towed at the owner's expense.
- Please ensure all visitors and guests are informed of these dates.

Temporary Parking:

During the construction period, please utilize **[Insert Alternative Parking Location]**. Normal parking access is expected to resume on **[Insert Date/Time]**.

Access Restrictions:

Pedestrian and vehicle access to the lot will be strictly prohibited while the asphalt is being poured and cured. Driving on fresh asphalt will cause permanent damage to the surface and your vehicle.

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

Sincerely,

[Your Name/Company Name]
[Property Management/Board of Directors]
[Contact Phone Number]