

Date: [Insert Date]

Subject: NOTICE: Phase One Parking Lot Repaving Schedule

Dear Residents and Tenants,

We are writing to inform you that the first phase of our community parking lot repaving project is scheduled to begin soon. This project is necessary to maintain the safety and appearance of our property.

Phase One Details:

- **Start Date:** [Insert Start Date]
- **Estimated End Date:** [Insert End Date]
- **Affected Area:** [Insert Specific Section/Zone Name or Description]

Action Required:

All vehicles must be removed from the affected area by **[Insert Time]** on **[Insert Date]**. Any vehicles remaining in the work zone after this time will be towed at the owner's expense to allow the crew to begin work.

Parking Alternatives:

During this period, please park your vehicles in [Insert Alternative Parking Location, e.g., Visitor Lot B / Street Parking].

Important Safety Information:

- Please keep children and pets away from the construction equipment and fresh asphalt.
- Follow all posted directional signs and instructions from the work crew.
- Do not drive on the new surface until the barricades have been removed.

We apologize for this temporary inconvenience and appreciate your cooperation in improving our community. If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Company Name]
Property Management