

Date: [Insert Date]

To: All Residents of [Community Name]

Subject: URGENT: Action Required - Parking Lot Repaving Schedule

Dear Residents,

Please be advised that the community parking lot is scheduled for professional repaving and striping. To ensure the project is completed efficiently and safely, all residents must follow the instructions below.

Project Schedule:

- **Start Date:** [Insert Day/Date] at [Insert Time]
- **End Date:** [Insert Day/Date] at [Insert Time]

Required Actions:

1. **Vehicle Removal:** All vehicles must be moved out of the parking lot no later than [Insert Time] on [Insert Date].
2. **Alternative Parking:** During this time, please park your vehicles at [Insert Location, e.g., Street Parking/Secondary Lot].
3. **Avoid Restricted Areas:** Do not drive or walk on fresh asphalt until the caution tape and cones have been removed by the contractors.

Important Note: Any vehicles remaining in the parking lot after the deadline will be towed at the owner's expense to allow the machinery to operate.

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

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

Sincerely,

[Your Name/Signature]

[Title, e.g., Property Manager]

[HOA or Management Company Name]