

Date: [Insert Date]

To: All Residents

From: [Management Name/Building Association]

Subject: Reminder: Balcony and Patio Appearance Guidelines

Dear Resident,

We are writing to remind all residents of the community guidelines regarding the appearance and use of balconies and patios. To maintain the aesthetic appeal and safety of our building, please ensure your outdoor space complies with the following rules:

- **Approved Items:** Only weather-resistant patio furniture, small decorative plants, and bird feeders are permitted.
- **Prohibited Items:** Balconies should not be used for general storage. Prohibited items include bicycles, boxes, indoor furniture, exercise equipment, and laundry drying racks.
- **Safety:** Do not hang rugs, towels, or clothing over the railings. Please ensure all pots and decor are securely fastened to prevent them from falling in high winds.
- **Cleanliness:** Please keep these areas free of trash and debris. When cleaning your balcony, be mindful of neighbors below and avoid sweeping dirt or pouring water over the edge.

We kindly ask that you review your balcony or patio and make any necessary adjustments by [Insert Deadline Date]. After this time, management will conduct a walkthrough to ensure compliance.

Thank you for your cooperation in keeping our community looking its best. If you have any questions, please contact the management office at [Insert Phone Number/Email].

Sincerely,

[Your Name/Signature]

[Title/Property Management]