

Date: [Insert Date]

To: All Residents of [Insert Property Name]

Subject: Reminder: Balcony and Patio Decor Guidelines

Dear Residents,

We take pride in maintaining a beautiful and uniform appearance for our community. To ensure the safety and aesthetic appeal of our buildings, we would like to provide a friendly reminder regarding the guidelines for balcony and patio decor.

Please ensure your outdoor space complies with the following rules:

- **Approved Furniture:** Only weather-resistant outdoor furniture is permitted. Please do not use indoor upholstered furniture on balconies or patios.
- **Prohibited Items:** Balconies should not be used for storage. Items such as bicycles, exercise equipment, boxes, and cleaning supplies must be kept inside your unit.
- **Hanging Items:** For safety and uniform appearance, do not hang laundry, towels, rugs, or banners over the railings.
- **Plants:** Potted plants are encouraged, but please ensure they are placed securely and that water does not drain onto the neighbors below.
- **Decorations:** Holiday decorations are permitted but must be removed within [Insert Number] days following the holiday.
- **Safety:** Grills (unless electric), fire pits, and heaters are strictly prohibited due to local fire codes.

We ask that all residents review their outdoor spaces and make any necessary adjustments by [Insert Deadline Date]. After this date, management will conduct a walkthrough of the property to ensure compliance.

Thank you for your cooperation in keeping our community a pleasant place to live. If you have any questions, please contact the management office at [Insert Phone Number/Email].

Best regards,

[Your Name/Signature]
Property Management
[Insert Property Name]