

[Date]

[Resident Name]

[Unit Number]

[Property Name]

Subject: Reminder of Community Balcony and Patio Decor Standards

Dear Resident,

To maintain the aesthetic appeal and safety of our community, we would like to provide a friendly reminder regarding the standards for balcony and patio areas. As outlined in your lease agreement and community rules, please ensure your outdoor space adheres to the following guidelines:

- **Approved Items:** Only weather-resistant outdoor furniture, small potted plants, and outdoor-rated decor are permitted.
- **Prohibited Items:** Indoor furniture, bicycles, boxes, trash, laundry drying racks, and exercise equipment should not be stored on balconies or patios.
- **Safety:** Items must be secured to prevent them from falling. Grills are only permitted if they meet local fire codes and community specific policies.
- **Cleanliness:** Please keep these areas free of debris and do not sweep dust or pour water over the edge onto neighbors below.

We ask that you please review your balcony or patio and make any necessary adjustments by [Date]. Maintaining these standards helps ensure a pleasant living environment for all residents and preserves property values.

If you have any questions regarding specific items or these regulations, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation and for being a valued member of our community.

Sincerely,

[Your Name/Property Management]

[Property Name]