

Date: [Insert Date]

To: All Residents / [Resident Name]

Address: [Unit Number/Property Name]

Subject: Compliance Reminder: Patio and Balcony Decor

Dear Resident,

This is a friendly reminder regarding the guidelines for patio and balcony decor as outlined in your residential agreement and the community rules and regulations.

To maintain the aesthetic appeal of our community and ensure the safety of all residents, please ensure your patio or balcony adheres to the following standards:

- **Approved Items:** Only outdoor-rated furniture, small potted plants, and approved decorative items are permitted.
- **Prohibited Items:** Indoor furniture, exercise equipment, bicycles, laundry lines, and general storage items are not allowed on balconies or patios.
- **Safety:** Items must be securely placed to prevent them from falling. Do not hang any items over the railings.
- **Maintenance:** Patios and balconies must be kept clean and free of trash or debris.

We ask that you take a moment to review your outdoor space and remove any non-compliant items by [Insert Deadline Date].

Our goal is to keep [Property Name] looking its best for everyone to enjoy. If you have any questions regarding specific items or these regulations, please contact the management office at [Insert Phone Number] or [Insert Email Address].

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

Sincerely,

[Your Name/Property Management Name]
[Property Management Title]