

Date: [Insert Date]

To: All Residents of [Property Name]

Subject: Friendly Reminder: Balcony and Patio Decoration Guidelines

Dear Residents,

We take great pride in maintaining the appearance and safety of our community. To ensure that our buildings remain attractive and safe for everyone, we would like to provide a friendly reminder regarding the guidelines for balcony and patio decorations.

As per the community rules, please keep the following in mind:

- **Approved Furniture:** Only outdoor-grade furniture is permitted. Please avoid placing indoor furniture, bean bags, or storage boxes in these areas.
- **Prohibited Items:** Items such as laundry, towels, rugs, or bicycles should not be hung over railings or stored on balconies.
- **Plant Care:** We encourage beautiful plants! However, please ensure pots have saucers to prevent water from dripping onto neighbors' balconies below.
- **Safety Hazards:** For safety reasons, please do not attach items to the building exterior or railings that could fall or cause damage during high winds.
- **Holiday Decor:** Seasonal decorations are welcome but should be removed within [Number] days after the holiday has passed.

We appreciate your cooperation in helping keep [Property Name] a beautiful place to live. If you have any questions regarding specific items or these guidelines, please feel free to contact the management office.

Thank you for being a valued member of our community!

Sincerely,

Property Management
[Property Name]
[Contact Information]