

Date: [Insert Date]

To: All Residents of [Insert Building/Complex Name]

Subject: Official Reminder: Balcony and Patio Guidelines

Dear Resident,

This letter serves as a formal reminder regarding the rules and regulations governing the use of balconies and patios within our community. To maintain the aesthetic appeal of the property and ensure the safety of all residents, please adhere to the following guidelines:

- **Permitted Items:** Only outdoor-grade furniture, small potted plants, and approved decorative items are allowed.
- **Prohibited Items:** Indoor furniture, bicycles, boxes, exercise equipment, and general storage items are not permitted on balconies or patios.
- **Laundry:** Hanging laundry, towels, or rugs over railings is strictly prohibited.
- **Safety:** Do not place heavy objects on railings or throw items off the balcony.
- **Cleanliness:** Please keep these areas clean and free of debris or stagnant water.

We kindly ask that you inspect your balcony or patio and remove any non-compliant items by [Insert Deadline Date].

Failure to comply with these regulations may result in a formal violation notice or fines as outlined in your lease agreement or HOA bylaws.

Thank you for your cooperation in keeping our community safe and beautiful.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Information]