

Date: [Insert Date]

To: All Residents of [Insert Property Name]

From: Property Management

Subject: Reminder Regarding Balcony and Patio Decor Guidelines

Dear Resident,

We take great pride in maintaining the appearance and safety of our community. To ensure a uniform and pleasant environment for all neighbors, we would like to remind everyone of the official property guidelines regarding balconies and patios.

Please review the following rules for outdoor spaces:

- **Approved Furniture:** Only weather-resistant outdoor furniture is permitted. Indoor upholstered furniture, bean bags, or folding card tables are not allowed.
- **Permitted Decor:** Potted plants must have drainage saucers to prevent water from dripping onto units below. All decor must be secured to prevent it from blowing away during high winds.
- **Prohibited Items:** Balconies and patios are not to be used for storage. Prohibited items include bicycles, exercise equipment, cardboard boxes, trash bags, and cleaning supplies.
- **Signage and Banners:** No signs, flags, or banners may be hung from railings or walls without prior written approval from management.
- **Safety Hazards:** Grills (gas or charcoal) are strictly prohibited on balconies due to local fire codes. Hanging laundry or rugs over railings is also not permitted.

We ask that all residents inspect their balconies and patios and remove any non-compliant items by [Insert Date]. Property management will be conducting walk-throughs on [Insert Date] to ensure these standards are met.

Thank you for your cooperation in keeping [Insert Property Name] a beautiful place to live. If you have any questions, please contact the leasing office at [Insert Phone Number] or [Insert Email Address].

Best regards,

[Your Name/Signature]

Property Manager

[Insert Property Name]