

[Date]

[Resident Name]

[Apartment/Unit Number]

[Property Name]

Subject: Important Guidelines for Balcony and Patio Decoration

Dear Resident,

At [Property Name], we take pride in maintaining a beautiful and safe living environment for everyone. To ensure the community remains attractive and follows safety regulations, we would like to remind all residents of our official balcony and patio decor guidelines.

Approved Items:

- Outdoor-rated furniture in good repair.
- Living plants in decorative pots with drainage saucers.
- Small, battery-operated or outdoor-rated electric lighting.

Prohibited Items:

- Indoor furniture, bean bags, or mattresses.
- Hanging laundry, rugs, or towels over railings.
- Storage bins, boxes, or bicycles (unless otherwise permitted).
- Permanent modifications or items drilled into the siding or railings.
- Flammable materials, charcoal grills, or fire pits.

General Maintenance:

Please keep your outdoor space clean and free of debris. Ensure that nothing is placed on the railing that could fall and cause injury or damage to the property below.

We kindly ask that you review your balcony or patio and make any necessary adjustments by [Compliance Date]. Management will be conducting periodic walkthroughs to ensure these standards are met.

Thank you for your cooperation in keeping our community looking its best. If you have any questions, please contact the leasing office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager]

[Property Name] Management