

Date: [Insert Date]

To All Residents of [Property Name],

Subject: Seasonal Balcony and Patio Decor Policy Reminder

Dear Resident,

With the change of the season, we would like to take this opportunity to remind everyone of our community policies regarding balcony and patio decorations. To maintain the aesthetic appeal of our property and ensure the safety of all residents, please keep the following guidelines in mind:

- **Approved Items:** Only outdoor-rated furniture, potted plants, and small seasonal decorations are permitted.
- **Attachment Rules:** Decorations must not be permanently nailed, screwed, or glued to the building exterior, railings, or ceilings. Please use non-damaging clips or ties.
- **Safety First:** Ensure all items are securely fastened to prevent them from falling or blowing away during high winds.
- **Lighting:** Seasonal string lights are permitted but must be UL-rated for outdoor use. Please ensure cords do not create a tripping hazard.
- **Removal Timeline:** All holiday or seasonal decorations must be removed within [Number] days after the conclusion of the holiday or season.
- **Prohibited Items:** Indoor furniture, clothing lines, bicycles, and general storage items (boxes, trash, etc.) are not allowed on balconies or patios.

We appreciate your cooperation in keeping [Property Name] a beautiful and safe place to live. If you have any questions regarding specific decorations, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

Property Management
[Property Name]