

Date: [Insert Date]

To: All Residents/Tenants

Subject: Protocol for Securing Balconies and Patios

Dear Resident,

To ensure the safety of all residents and the maintenance of the building's appearance, we are implementing the following protocol for all balconies and patios, effective immediately.

1. Permitted Items:

Only outdoor-rated furniture, small potted plants, and electric grills (if permitted by local fire code) are allowed. All items must be kept in good repair.

2. Prohibited Items:

The following items are strictly prohibited:

- Indoor furniture or appliances.
- Storage boxes, trash cans, or drying racks.
- Hanging laundry or rugs over railings.
- Items that exceed the weight capacity of the balcony.

3. Severe Weather Protocol:

In the event of high winds or storm warnings, residents are required to:

- Bring all lightweight items (chairs, small tables, plants) indoors.
- Securely anchor any heavy items that cannot be moved.
- Clear all drainage holes to prevent flooding.

4. Railings and Safety:

Nothing may be attached to, hung from, or placed on top of the balcony railings. This includes planters, lights, or satellite dishes, unless prior written approval is granted by management.

5. Maintenance and Cleaning:

When cleaning your balcony, do not sweep debris or pour water over the edge, as this affects neighbors below. Please use a damp mop or vacuum.

Failure to comply with these safety protocols may result in a formal violation notice. If you have any questions, please contact the management office at [Insert Phone Number/Email].

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Management Name]

[Building/Property Name]