

Notice: Balcony Clearance and Exterior Painting Schedule

Date: [Insert Date]

To: All Residents/Owners of [Building Name/Address]

Dear Resident,

Please be advised that we will be performing exterior painting and maintenance on the building starting on **[Start Date]**. The project is expected to be completed by **[Estimated End Date]**, weather permitting.

Work Schedule:

- Building/Phase [Number]: [Date Range]
- Building/Phase [Number]: [Date Range]

Action Required:

To ensure the work can be completed efficiently and to prevent damage to your personal property, we require all residents to clear their balconies and patios of all items, including:

- Furniture and rugs
- Plants and pots
- Decorations and lights
- Bicycles or storage bins

All items must be removed by **[Deadline Time/Date]**. Please keep these areas clear until you receive further notification that the work in your specific area is finished.

Important Safety Notes:

- Keep all windows and balcony doors closed and locked during work hours.
- Ensure blinds or curtains are drawn for your privacy as workers will be on scaffolding or ladders.
- Please keep children and pets away from the work zones.

We apologize for the temporary inconvenience and thank you for your cooperation in maintaining the appearance of our building.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]

[Email Address]