

[Date]

To All Residents/Homeowners of [Community Name],
[Building Number/Address Range]

NOTICE: EXTERIOR BUILDING PAINTING SCHEDULE

Dear Resident,

Please be advised that we have scheduled professional painters to refresh the exterior of your building. This project is part of our ongoing commitment to maintaining the quality and appearance of our community.

Work Schedule:

- **Start Date:** [Day of week, Date]
- **Estimated Completion:** [Day of week, Date]
- **Work Hours:** [Start Time] to [End Time], Monday through Friday

To prepare for this work, please complete the following by [Deadline Date]:

- Remove all personal items from balconies, patios, and porches (furniture, plants, decorations).
- Ensure all windows and doors are tightly closed and locked.
- Keep pets indoors during work hours.
- Move vehicles away from the building if requested by posted signs to avoid overspray.
- Remove or pull back any items touching the exterior walls.

Important Safety Information:

There may be ladders, scaffolding, and equipment around the building. Please exercise caution when entering or exiting your home. There may also be a temporary smell of paint and noise from pressure washing or sanding.

We apologize for any inconvenience this may cause and appreciate your cooperation in beautifying our community.

If you have any questions, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Community Management Team]