

Date: [Insert Date]

Subject: NOTICE: Spring Community Bicycle Storage Maintenance and Clean-up

Dear Residents,

As spring approaches, we will be performing scheduled maintenance and a seasonal clean-up of the community bicycle storage areas on **[Insert Date]** between the hours of **[Insert Start Time]** and **[Insert End Time]**.

To ensure the facility remains organized and safe for all residents, please complete the following actions by **[Insert Deadline Date]**:

- **Identify Your Property:** Please attach a tag to your bicycle with your name and apartment number.
- **Remove Unused Items:** Please remove any flat tires, detached parts, or non-bicycle items from the storage area.
- **Verification:** Any bicycles that are not tagged, appear abandoned, or are in a state of severe disrepair may be removed and donated to charity or disposed of.

During the maintenance period, access to the storage area may be limited as we perform deep cleaning and rack inspections. If you plan to use your bicycle during this time, we recommend removing it from the storage room the evening prior.

Thank you for your cooperation in keeping our community spaces clean and functional.

Best regards,

[Your Name/Property Manager Name]
[Property Management Office]
[Contact Phone Number]