

## **NOTICE: PARKING LOT SEALCOATING AND REPAIR**

Date: [Insert Date]

Dear Residents and Tenants,

Please be advised that we have scheduled the annual maintenance, repair, and sealcoating of our parking lot facility. This work is necessary to preserve the asphalt and ensure the safety of all users.

### **Project Schedule:**

- **Start Date:** [Insert Start Date] at [Insert Time]
- **Completion Date:** [Insert End Date] at [Insert Time]

### **Instructions for Residents/Tenants:**

- **Vehicle Removal:** All vehicles must be removed from the parking lot by [Insert Time] on [Insert Date].
- **Towing Policy:** Any vehicles remaining in the lot after the deadline will be towed at the owner's expense.
- **Access:** The parking lot will be completely closed to both vehicle and pedestrian traffic during the curing process. Please do not cross yellow caution tape.
- **Sprinklers:** Automatic sprinkler systems will be turned off during this period to ensure the sealant dries correctly.

### **Alternative Parking:**

[Insert instructions for temporary parking, e.g., "Please use street parking on Main Ave or use the overflow lot located at..."]

We apologize for this temporary inconvenience and appreciate your cooperation in maintaining our property.

If you have any questions, please contact [Insert Name/Office] at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]  
[Property Management/Building Owner]