

## **NOTICE: SCHEDULED PARKING LOT MAINTENANCE**

Date: [Insert Date]

Dear Residents/Tenants,

Please be advised that scheduled maintenance will be performed on the parking lot located at [Insert Address/Location].

### **Work Schedule:**

Start Date: [Insert Start Date]

End Date: [Insert End Date]

Daily Work Hours: [Insert Time, e.g., 8:00 AM to 5:00 PM]

### **Scope of Work:**

[e.g., Asphalt repair, sealcoating, and re-striping]

### **Instructions for Vehicles:**

All vehicles must be removed from the parking lot no later than [Insert Time] on [Insert Date]. Any vehicles remaining in the lot during the scheduled maintenance hours will be towed at the owner's expense. You may return to parking in your designated spots once the barricades and caution tape have been removed by the crew.

### **Alternative Parking:**

During this time, please park at [Insert Alternative Parking Location].

We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining the property.

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

Sincerely,

[Your Name/Property Management Name]