

[Date]

Dear Neighbor,

As the weather begins to warm up, it is the perfect time to start our spring home maintenance. Keeping our properties in good shape helps maintain the beauty and value of our entire neighborhood.

To help you get started, here is a quick checklist of recommended tasks for this season:

- **Roof and Gutters:** Inspect for damaged shingles and clear out debris from gutters and downspouts.
- **HVAC System:** Replace air filters and schedule a professional AC tune-up.
- **Exterior Walls:** Check for any cracks, peeling paint, or signs of water damage.
- **Landscaping:** Clear dead plants, trim overgrown bushes, and apply fresh mulch to flower beds.
- **Windows and Doors:** Inspect caulking and weatherstripping; wash exterior glass.
- **Safety Checks:** Test smoke detectors and carbon monoxide alarms.

Thank you for doing your part to keep our street looking its best! If you are planning a large project or need a recommendation for a local contractor, feel free to reach out.

Best regards,

[Your Name]

[Your Address/Phone Number]