

[Date]

Dear Neighbor,

As the season changes at [Name of Lake/Waterway], we wanted to reach out with a brief update regarding our neighborhood and shared waterfront area.

Property Maintenance

With the upcoming [Season], please ensure all docks, floats, and watercraft are secured or removed according to local guidelines. We also encourage everyone to check their shoreline for debris to keep our water clean and safe.

Upcoming Events

We are planning a neighborhood [Gathering/Meeting] on [Date] at [Time]. It will be held at [Location]. We hope to see everyone there to discuss [Topic].

Safety and Security

For those heading away for the off-season, please ensure your property is winterized and outdoor lighting is functional. If you notice any unusual activity near vacant properties, please contact [Local Authority or Neighborhood Watch Contact].

Community Reminders

- Please respect quiet hours between [Time] and [Time].
- Ensure all guest parking is kept within designated areas.
- [Optional: Insert specific rule regarding pets or trash collection].

Thank you for helping keep [Neighborhood Name] a wonderful place to live and visit. If you have any questions or need to update your contact information, please reach out.

Best regards,

[Your Name/Homeowners Association]

[Phone Number]

[Email Address]