

Date: [Insert Date]

To: [Resident/Homeowner Name]

From: [Property Management/HOA Name]

Subject: Summer Pool Maintenance and Safety Reminder

Dear Resident,

With the summer season approaching, we would like to remind all residents of the guidelines regarding private and community pool maintenance to ensure a safe and enjoyable summer for everyone.

Please review the following maintenance requirements:

- **Water Quality:** Regularly test and balance chemicals (pH and chlorine levels) to prevent algae growth and bacteria.
- **Filtration:** Ensure your pump and filter system are running for the recommended 8-12 hours per day.
- **Cleaning:** Skim the surface daily and vacuum the pool floor weekly to remove debris.
- **Safety Equipment:** Verify that all gates, locks, and safety covers are in proper working order.
- **Water Conservation:** Check for leaks and avoid overfilling to prevent unnecessary water waste.

Proper maintenance not only keeps the water crystal clear but also prevents mosquitoes and protects the longevity of the pool equipment.

If you have any questions regarding these guidelines, please contact [Contact Person/Office] at [Phone Number/Email].

Thank you for your cooperation in keeping our community beautiful.

Sincerely,

[Your Name/Title]

[Organization Name]