

NOTICE: COMMUNITY POOL AREA RENOVATION

Date: [Insert Date]

Dear Residents,

We are writing to inform you that the community pool area is scheduled for a major renovation to improve our shared facilities. Please find the project details and closure schedule below:

Project Details:

- **Renovation Start Date:** [Insert Start Date]
- **Estimated Completion Date:** [Insert End Date]
- **Scope of Work:** [e.g., Resurfacing the pool, deck repairs, new furniture installation, and lighting upgrades].

Important Information:

- The pool and the surrounding deck area will be completely closed to all residents during this period.
- For your safety, please do not enter the fenced construction zone at any time.
- Work hours will typically be from [Insert Start Time] to [Insert End Time], Monday through Friday.
- Expect some noise and construction dust in the immediate vicinity of the pool area.

We apologize for the inconvenience this temporary closure may cause. These upgrades are necessary to ensure the long-term safety and enjoyment of the amenities for everyone in the community.

If you have any questions regarding this project, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Property Manager Name]
[Homeowners Association/Management Company Name]