

[Date]

[Resident Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Update to Recreational Facilities and Pool Area Regulations

Dear Resident,

The management at [Property Name] is committed to providing a safe and enjoyable environment for all community members. We are writing to inform you of updates to the regulations governing our recreational facilities and pool area, effective [Effective Date].

The primary changes include:

- **Hours of Operation:** The pool and facilities will now be open from [Start Time] to [End Time].
- **Guest Policy:** [Number] guests are permitted per household. Residents must accompany their guests at all times.
- **Supervision:** Children under the age of [Age] must be supervised by an adult at all times.
- **Safety Rules:** Glass containers, smoking, and loud music are strictly prohibited in the pool area.
- **Access Control:** Please ensure you use your [Key Card/Fob/Access Code] for entry. Propping doors or gates open is not allowed.

A full copy of the updated Rules and Regulations is attached to this letter for your records. Please take a moment to review them thoroughly.

Failure to comply with these regulations may result in temporary or permanent suspension of facility privileges. We appreciate your cooperation in keeping our community amenities safe and clean for everyone.

If you have any questions regarding these updates, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Name Management]