

[Date]

[Resident Name]

[Unit Number]

[Property Address]

**Subject: Update Regarding Balcony Maintenance and Patio Appearance Standards**

Dear Resident,

To ensure the safety, structural integrity, and aesthetic appeal of our community, management is issuing this update regarding balcony and patio maintenance standards. These guidelines are effective as of [Date].

**1. Permitted Items:**

Only outdoor-grade furniture, small potted plants, and electric grills (where permitted by local fire code) may be kept on balconies or patios. All items must be kept in good condition.

**2. Prohibited Items:**

The following items are not permitted to be stored on balconies or patios:

- Indoor furniture, upholstered chairs, or mattresses.
- Bicycles (unless kept in designated racks), exercise equipment, or storage crates.
- Laundry lines, hanging rugs, or drying clothing.
- Trash, recycling bins, or accumulated debris.

**3. Maintenance and Safety:**

Residents are responsible for keeping these areas clean and free of standing water. Please do not hang items over the railings or attach hardware to the exterior walls or railings, as this can cause structural damage or safety hazards for residents below.

**4. Inspections:**

Management will conduct routine exterior inspections starting [Start Date]. Residents found to be out of compliance will receive a formal notice to clear the area within [Number] days.

We appreciate your cooperation in keeping our community looking its best. If you have any questions regarding these standards, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]

[Property Management Company]