

SNOW REMOVAL PROCEDURES

The winter season is upon us and it is time to review some basic instructions. Please follow these simple rules to ensure a safe and effective procedure for snow removal. These are necessary procedures, which everyone should follow to ensure a quick and efficient snow removal program.

- A. Use your garage.
- B. Move parked vehicles as soon as possible to allow for complete snow removal.
- C. Park all second vehicles in the auxiliary lot adjacent to 235-256 Apache Way and the Clubhouse parking area (only when no functions are taking place). Upon completion of snow removal from your area, move your vehicle back from these areas.
- D. Prepare for some minimal nuisance snow shoveling on your part in front of garage doors, walkout doors, etc.
- E. Watch for snow back up against the slider. Decks are limited common area. Remove snow from decks to relieve unnecessary weight and water penetration into your home. Structural damage will occur if water seeps in through your slider's runners.
- F. Avoid discussions with snow removal contractor so as to prevent any delays or cost increases.

FOR YOUR INFORMATION:

- 1. First emphasis will be on opening Apache Way and the main perimeters to allow people to go to work.
- 2. Garden Owners:
If your vehicle is not parked in your garage or your second vehicle is not moved, you will be responsible for "shoveling" your vehicle out, not to mention the inconvenience you will cause everyone in your building. Plowing is very difficult if all vehicles are not moved from these areas.
- 3. Townhouse Owners:

If the snow removal crew is not able to plow your driveway due to a vehicle being parked there – they will not return to plow later in the day. This will then become your responsibility. Driveways are addressed upon conclusion of snowfall.
- 4. Non-essential walks will be done as time permits, possibly the next day. One courtyard walk down will be cleared for emergency purposes only.
- 5. **Townhouse residents are advised not to use their front (courtyard) entrances during the late fall and winter months. These courtyard stairs and walks are cleared for emergency access and evacuation purposes only. Rear entrances are maintained for day-to-day access.**
- 6. All garden buildings will have ice melt or sand in both the front and rear entrances. Residents should use the ice melt or sand as directed to keep the walks clear of ice. Excessive use will damage the concrete.

DRIVEWAY CLEARING IS COMPLETED ON AN ALTERNATING BASIS. EQUIPMENT WILL START AT UNITS 1 AND 300 AND WORK TOWARDS UNITS 149 AND 150. AFTER THE FOLLOWING STORM, EQUIPMENT WILL START AT UNITS 149 AND 150 AND WORK TOWARDS UNITS 1 AND 300 AND SO FORTH.