

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

Subject: Winter Snow and Ice Clearing Schedule

Dear Resident,

As the winter season approaches, [Property Management Name] would like to inform you of our snow and ice removal procedures to ensure the safety of all residents and visitors.

Our clearing schedule is as follows:

- **Trigger:** Snow removal operations will begin once accumulation reaches [Number] inches.
- **Priority Areas:** Main driveways and emergency access points will be cleared first, followed by secondary walkways and parking stalls.
- **Ice Treatment:** Salting and sanding of common walkways will occur [Timeframe, e.g., daily by 8:00 AM] during freezing conditions.
- **Vehicle Requirements:** During heavy snowfall, please move your vehicle to [Designated Area] by [Time] to allow our plows to clear the parking lot effectively.

Resident Responsibilities:

- Please keep personal items (bikes, toys, mats) off the walkways to prevent damage to equipment.
- Exercise caution when walking or driving during active winter storms.
- Report any particularly hazardous patches of ice to the management office immediately.

For urgent snow-related concerns, please contact our maintenance line at [Phone Number].

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name]

[Property Manager Title]

[Company Name]