

[Date]

[Property Name/Homeowners Association Name]

[Management Office Address]

[City, State, Zip Code]

Dear Residents,

As the winter season approaches, we would like to inform you of our snow and ice removal procedures to ensure the safety and accessibility of our community.

Operations Schedule:

Snow removal operations will typically commence once snow accumulation reaches [Number] inches. Priority will be given to primary emergency routes, followed by secondary roads, parking areas, and finally community sidewalks.

Resident Responsibilities:

- **Parking:** Please move vehicles to designated areas or garages to allow plows to clear parking lots effectively. Vehicles obstructing operations may be subject to towing.
- **Personal Items:** Ensure that bicycles, toys, and doormats are removed from common walkways.
- **Safety:** Please maintain a safe distance from snow removal equipment and use caution when walking or driving in freezing conditions.

Ice Management:

Ice melt stations have been placed at [Location Details]. While our team treats common areas, please be aware that "black ice" can form unexpectedly. We encourage the use of footwear with proper traction.

Reporting Concerns:

To report a specific hazard or an area that requires immediate attention, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community safe this winter.

Sincerely,

[Your Name/Title]

[Property Management/HOA Board]