

[Date]

To: All Residents/Tenants/Employees  
From: [Management Name/Property Owner]  
Subject: Annual Snow Removal Policy and Procedure Reminder

Dear [Name/Recipient],

As the winter season approaches, we would like to remind everyone of our annual snow and ice removal policies. Our goal is to ensure the safety of all individuals and maintain clear access to the property during inclement weather.

#### **Snow Removal Procedures:**

- **Trigger:** Snow removal operations will typically begin once an accumulation of [Number] inches has occurred.
- **Priority Areas:** Clearing will prioritize main entryways, emergency exits, and primary walkways, followed by parking lots and secondary paths.
- **Salt and Sand:** De-icing agents will be applied to high-traffic areas as needed to prevent ice buildup.

#### **Your Responsibilities:**

- **Vehicle Parking:** Please move all vehicles to [Designated Area] or ensure they are within marked stalls to allow plows to clear the lot effectively.
- **Personal Property:** Ensure that doormats, planters, and bicycles are moved indoors or away from walkways to avoid damage during clearing.
- **Safety Caution:** Please exercise extreme caution when walking or driving during winter storms. Wear appropriate footwear and allow extra time for travel.

#### **Reporting Issues:**

If you notice a specific area that requires immediate attention or poses a safety hazard, please contact [Department/Name] at [Phone Number] or [Email Address].

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

Sincerely,

[Signature]  
[Printed Name]  
[Title/Company]