

[Date]

[Property Name/Address]

[City, State, Zip Code]

Dear Residents,

As winter approaches, we want to inform you of our property's snow removal procedures and winter maintenance policies to ensure the safety and convenience of all residents.

1. Snow Removal Triggers

Professional plowing services will commence once snow accumulation reaches [Number] inches. For light dusting or ice, maintenance staff will apply salt or sand to common walkways and stairs as needed.

2. Parking and Vehicle Removal

To allow for effective plowing, please adhere to the following:

- Vehicles must be moved from [Location/Parking Lot] by [Time] following a storm.
- Do not park in a manner that obstructs snow plows or emergency access.
- Management is not responsible for digging out individual vehicles.

3. Walkways and Entryways

Management will clear primary building entrances and main sidewalks. Residents are responsible for clearing snow from their private [patios/balconies/doorsteps]. Please use only "pet-safe" or "concrete-safe" de-icer if you apply your own.

4. Unit Preparation (Pipe Freeze Prevention)

To prevent frozen pipes during extreme cold:

- Maintain a minimum temperature of 60F (15C) in your unit at all times.
- Keep cabinet doors under sinks open to allow warm air to circulate.
- If you plan to be away for more than 24 hours, please notify management.

5. Reporting Issues

To report a dangerously icy area or a maintenance emergency, please call: [Phone Number].

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

Sincerely,

[Your Name/Property Manager Name]
[Management Company Name]