

Date: [Insert Date]

To: All Residents of [Insert Community Name]

Subject: Winter Season: Snow and Ice Management Protocol

Dear Residents,

As the winter season approaches, the management of [Insert Community Name] would like to outline our protocols for snow removal and ice control to ensure the safety and mobility of all community members.

1. Trigger for Mobilization

Snow removal services will generally commence once an accumulation of [Insert Number, e.g., 2] inches of snow has fallen. De-icing and salting will occur as needed based on temperature and precipitation forecasts.

2. Priority Areas

Clearing will be performed in the following order of priority:

- Main community entrance and exit roads
- Primary emergency vehicle access routes
- Common area sidewalks and mailboxes
- Secondary roads and visitor parking lots
- Individual resident driveways (if applicable)

3. Resident Responsibilities

To assist our crews, we kindly ask residents to:

- **Parking:** Move vehicles off the streets and into garages or driveways during active snowfall to allow plows to pass safely.
- **Personal Property:** Ensure items such as basketball hoops, potted plants, and decorations are moved away from the curb.
- **Sidewalks:** [Insert Policy: e.g., Management handles all sidewalks OR Residents are responsible for the sidewalk directly in front of their home].

4. Safety Reminders

Please maintain a safe distance from snowplows and salt spreaders. Surfaces may be slippery even after treatment; please wear appropriate footwear and exercise caution when walking or driving.

5. Contact Information

To report a specific hazardous area or a missed section, please contact [Insert Department/Name] at [Insert Phone Number] or email [Insert Email Address].

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

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]

[Contact Information]