

[Date]

[Homeowner Name]
[Homeowner Address]
[City, State, Zip Code]

Subject: Reminder: Townhome Association Snow Removal Procedures

Dear Resident,

With the winter season approaching, the [Association Name] Board of Directors would like to remind all residents of our community snow removal procedures to ensure a safe and efficient clearing process.

1. Accumulation Threshold:

Snow removal services are typically triggered when snow accumulation reaches [Number] inches or more. Smaller amounts may be left to melt or are the responsibility of the resident.

2. Parking Requirements:

To allow plows to clear the streets and guest parking areas effectively, please ensure all vehicles are parked inside your garage or driveway. Vehicles parked on the street during a snow event may be subject to towing or may result in your area not being plowed.

3. Driveways and Walkways:

The association's contractors will clear [List areas, e.g., main roads, driveways, and front lead-walks]. Residents are responsible for clearing snow from [List areas, e.g., back patios, decks, and between parked cars].

4. Use of De-Icing Agents:

Please use only "concrete-safe" ice melt products. Avoid using rock salt, as it can damage the community's walkways and landscaping.

5. Personal Property:

Please remove door mats, potted plants, and holiday decorations from the walkways to prevent damage by snow blowers or shovels.

We appreciate your cooperation in keeping our community safe and accessible this winter. If you have any questions, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Name/Signature]
[Title/Board of Directors]
[Association Name]