

Date: [Insert Date]

To: All Residents of [Property Name]

Subject: URGENT: Snow Emergency Parking Notice

Dear Resident,

A snow emergency has been declared for our area starting on **[Start Date/Time]** and is expected to last until **[End Date/Time]**.

To ensure our snow removal crews can safely and efficiently clear the parking lots and driveways, we require all residents to follow these parking instructions:

- **Vehicle Removal:** All vehicles must be moved from [Specific Area/Lot Name] by [Time].
- **Designated Parking:** Please move your vehicle to [Alternative Parking Location].
- **Deadline:** Any vehicles remaining in restricted zones after [Time] will be towed at the owner's expense.

Once the plowing is complete, you will receive a notification or see a signal [Describe Signal, e.g., Green Flag] indicating that you may return your vehicle to your assigned space.

We appreciate your cooperation in helping us keep the community safe and accessible during this winter storm.

If you have any questions, please contact the Management Office at [Phone Number].

Sincerely,

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