HAMPTON TOWNE ESTATES CONDOMINIUM ASSOCIATION
SNOW REMOVAL PROCEDURES

The removal of snow from the roadways, parking areas and walkways at Hampton Towne Estates will be done in accordance to the following guidelines. Please take a moment to familiarize yourself with these procedures so as to prevent any misunderstandings.

Unit Owners/Landlords: It is your responsibility to inform your tenants of these snow removal procedures.

PLOWING:

- Roadway plowing will begin at each 2" interval of fallen snow and within one (1) hour of completion of a storm.
- During the storm, the primary objective of the plowing will be to keep the roadways open so as to allow for resident and emergency vehicle passage.
- During the storm, it is imperative that cars be parked in parking spaces and not left on the roadways or in front of your unit/garage, as this will greatly hamper/block the snow removal work.
- Please move your vehicle before the storm if your numbered spot is between buildings and it blocks the path that the snow plow needs to push and pile the snow.
- Additionally, the corner Visitor Spots are off limits as these areas are designated for snow storage.
- At the end of the storm, please move your vehicle when you see the plow in your area so that all of the numbered parking spots can be cleared – if you do not move your vehicle the plow may not fit between vehicles and consequently, your neighbor's vehicle will not get plowed out. Additionally, any vehicle found to be blocking snow removal operations may be towed, without warning, at the vehicle owner's expense.

WALKWAY SHOVELING:

- The walkways will be cleared at every 2" interval of fallen snow and at the end of each storm, all walkways will be cleared to their full width. Until the walkways are shoveled, please use your garage access and rear entry door as means of egress. If you have an enclosed patio/sunroom, please be sure to clear snow away from your back door as to allow a means of egress in case of an emergency – this is a unit owner responsibility. ***Note*** - The Association is not responsible for clearing a path around the building
- Between Storms: It is the unit owner's responsibility to maintain slippery areas of their walkways. During freezing rainstorms, the contractor will apply ice melt to all walkways

REMINDERS:

- If you will be away for a period of time, please leave your car keys with a trusted neighbor. It remains at all times the responsibility of the vehicle owner to ensure that their vehicle does not impede the snow removal process.
- Continue to pick up your pet's waste…just because it is snowing out it doesn't mean you don't have to pick it up; we do not want to see it in the spring!
- Remove all planters and other items from around your garage and walk way; the snow contractor is not responsible for damages to items left out and in the path of the plow/shovels.
- If you have window planter boxes; we advise removing them before the winter snow to limit damage to the siding and window. Owners will be held responsible for any damage to the siding caused by a window box planter.
- Make sure we have your updated vehicle information in case we need to contact you about your vehicle. Updated information can be sent to htepropertymanager@gmail.com.

We thank you in advance for your cooperation, Hampton Towne Estates

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