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***During the winter months and snow season, the following policy will be enacted during all snow storms that are 2" and greater.***

## **Notifications of Snow Removal:**

Snow removal sign will be hung at the front entrance. An email blast from EJM and an announcement on the Coburn Woods Facebook page will be sent/posted alerting all residents that the snow removal policy is being put into effect. Common sense also dictates that if there is to be a snowstorm, measures should be taken by each resident of CW to ensure their car is parked in the proper place, PRIOR to the snowfall and the crew plowing. Before the crew begins plowing, they will check the entire property and all cars. Cars that are NOT in the proper spots during a snow storm will be towed. The Maintenance Manager or his/her designee will contact our management company, and the towing company will then be called.

## **Parking for Snow Removal:**

Updated parking maps are available behind the Documents tab on the owner portal of Buildium and on our [www.coburnwoods.com](http://www.coburnwoods.com) site. Please download your copy and print your cluster to be fully aware of where you are asked to park during snow removal. ALL COBURN WOODS OWNERS have been given a snow map as well as posted on our website. If you rent, it is the responsibility of your landlord to provide you with these maps and announcements regarding snow removal.

ALL residents MUST park in designated spots for snow removal. Signs for snow removal and towing were implemented in the fall timeframe, and will be done so each year. Cars WILL BE TOWED if they are not where they are supposed to be during snow removal. The BOD has the right to tow and will tow any and all cars that do not comply with this policy.

## **Snow Removal Vehicles:**

Be very aware and cautious when approaching the snow removal vehicles. Operators do not have complete visibility at all times when operating our equipment, and in most of our equipment, the operator is wearing hearing protection, so they cannot hear you either. Honking your horn does not do any good. Cars trying to pass snow plowing equipment in manner that can cause damage to the vehicles, the crew or residents, will be cited and fined. A letter of violation will be sent to the offending driver, and a fine of \$100.00 will be charged. The fine is due to EJM Management within 7 calendar days. If the fine is not paid within this timeframe, another letter will be sent and the fine will be doubled. We will continue to double the fine for every 7 day period that the fine remains unpaid. The safety of our crew, equipment and residents is of utmost importance and priority, especially during snow removal. Do not pass any piece of snow removal equipment until the operator of that piece of equipment has acknowledged they have seen you and waived you to pass.

Please keep in mind the crew is busy and out plowing and they do not have time to stop what they are doing, knock on doors, and ask residents to move their cars. They are focused on clearing the roads. It is incumbent upon each resident to help ensure that the plowing of our community is done in a timely and safe manner.

**We do not want to have to tow your car, but should it be towed during winter plowing, contact: North Country Towing in Merrimack, 603-913-4416.**