

Hearthstone Snow Removal Guidelines



Provided by A&B Landscaping

Prepared by

Hearthstone Trustee in charge of Snow Removal
Hearthstone Property Manager

1. Prior to the beginning of the winter snow season, the Association Trustee representative and the Contractor should inspect the community and the areas where snow removal services apply. Damaged property should be noted and agreed upon by contractor and representative. At the end of the snow season, an inspection will be completed as mentioned above. Any additional damage noted will be the responsibility of the contractor to repair and/or reimburse the Association.

2. The contractor will supply and install 3 ft. brightly painted stakes which will act as markers for mailbox clusters and boxes, hydrants, driveways, catch basins and curbs.

3. Snow removal shall begin on the streets when the snow has reached a depth of **2 inches**. An access path is to be cleared throughout the Hearthstone and then individual streets should be followed.

4. The Association Trustee representative in charge of the snow removal on property should communicate directly with the contractor. **Snow removal should not commence unless direct communication coming from the Association Trustee representative has been approved.**

5. **Once the snowfall has ended, snow is to be removed from all sidewalks, driveways and driveway aprons. Snow should be removed from the entrance door of each unit to the street or to a common sidewalk by snow blowers or by shoveling no later than 5:00 AM (for a snowfall from the previous night). Common sidewalks will be cleared full width after all the entranceways have been completed. *The contractor will clear snow in the following priority areas: all roadways, all parking areas, fire hydrants, sidewalks and steps to individual units, mailboxes and catch basins.***

6. All cul-de-sacs are to be plowed so as to provide a thirty foot (30") wide road around the perimeter of the cul-de-sac. (***This procedure is only to be used in the case of an extreme storm. If possible, the snow should be piled in a common lawn area to keep the cul-de-sac completely open.***)

7. A path is to be cleared in front of and behind all mailboxes, catch basins and fire hydrants the same day as the streets, so there is easy access from the sidewalk and street. Mailbox and fire hydrant access may be completed the day after a snow storm, **only if snow accumulation is over twelve (12 inches. ALL CATCH BASINS SHOULD BE KEPT CLEAR TO ALLOW PROPER FOR THE PROPER FLOW OF WATER.**

8. The Property Manager will alert the contractor of units and/or homes that should be prioritized throughout the community.

9. Calcium chloride should be supplied to walkways and concrete areas. Salt for the roadways.

10. Snow piles at corners and intersections shall be maintained at minimum levels so as not to impede vision to the left or right.

11. The Contractor is expected to be available to return for clearing of parking areas as spaces become available and to apply additional salt and sand as needed.

12. Snow should not be placed on any areas that will be harmful to the landscaping, trees and shrubs.

Ice Watch

All ice watch services available on a time and material basis to be approved by the Board of Trustees prior to the service. The Board Trustee in charge of **snow and ice removal will serve as the liaison between the Board and Contractor.**

This service is designed to control patches of ice occurring up to 48 hours after the end of a snow and ice storm, where full service has been provided. Patches occur in as follows:

- Temperature dropping below freezing after a rainstorm.
- Snow melting from piles during the day when the temperatures have risen which turns into patches of black ice at night when temperatures fall back below freezing.

In an effort to prevent slips and falls and automobile accidents caused by these patches of ice. **Contractor will provide Ice Watch Services as follows:**

1. If there is snow piled in parking lots and along the roadways and the temperature according to the weather channel is expected to drop below freezing, the Contractor will visit the Hearthstone community prior to 5:30 AM. When the temperature falls below freezing, sand and/or potassium Chloride will be applied to all patches of ice considered dangerous to pedestrians and traffic.
2. **If contractor considers it necessary to visit the Hearthstone Community and apply sand and potassium chloride, PRIOR to doing so, the Contractor will contact the Board Trustee in charge of snow to obtain authorization.**

Miscellaneous

1. **Contractor will guarantee that labor is available and equipment is in good working order and will be available to provide quick and complete service.**

2. **Contractor shall have 24-hour availability during the snow season. A cell phone number will be provided to the Board liaison in charge of snow and to the Hearthstone Property Manager. Contractor shall contact the Hearthstone Board Trustee as soon as snow is predicted or starts without warning. Contractor will advise Board Trustee in charge of snow whenever crews will be on property. CONTRACTOR MUST CONTACT HEARTHSTONE BOARD TRUSTEE PRIOR TO BEGINNING WORK.**

3. **Contractor shall be available for snow clearing season November 1st through April 15th.**

The Contractor must have the resources to effect large-scale removal of snow from the development in the event of an extraordinarily large accumulation. In other words, **the Contractor must be able to truck away any snow accumulations that cannot be cleared by normal plowing and hand shoveling. Rates for equipment such as backhoes, front-end loaders and dump trucks will be specified in advance. THIS SERVICE IS TO BE USED ONLY AT THE DISCRETION OF THE Association and must be approved in advance of using the equipment.**

4. Contractor will be responsible for any damage to the curbs, sidewalks, steps and driveways along with making such repairs.

5. ***A Stop Work Order may be issued by the Hearthstone Board Association and/or the Management Office. The Association will only be responsible to pay the contractor for time and material utilized up until the time of the Stop Work Order.***

6. The contractor will remove all sand etc. from the street and sidewalks no later than April 1.

7. A **snow log** must be submitted with 24 hours of snowfall and is to include the following:

- **Time called**
- **Time the Board Trustee liaison was contacted**
- **Time arrived on site**
- **List of labor and equipment used**
- **Number of inches of snowfall**
- **What work was completed**

8. All employees of the Contractor will be properly trained to utilize the snow equipment. All employees will not work in excess of twelve (12) hour shifts.

9. In the spring, contractor will repair areas damaged by salt. Initially, damaged areas will be first repaired and brought back to normality by the Association.

10. The contractor must be available for emergency calls 7 days a week, 24 hours a day.

11. The Contractor will operate all vehicles at a safe speed at all times.

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13. The Contractor will respond to all resident complaints in a timely and friendly manner.

Determination of Snowfall

- Snow fall amounts (depths, intensities, duration will be verified in accordance with DETERMINATION OF ACCUMULATION: As reported by the Rutgers University Department of Meteorology; or, as reported by an official Weather Service such as **Weather Specs** indicating local conditions for the general area, or as determined by Management by actual measurement at the site.