

Title: Winterization Program

Style Definition: Normal

Purpose: The policy for winterizing all units before the last week in October

I. Requirements for Office Staff and Homeowners

A. Correspondence to all homeowners

1. The Holiday Beech Villas office staff will write a letter to all homeowners regarding winterization and what is expected of them regarding the following issues:

- a. taking in all springtime items from front decks to make it easier to shovel.
- b. tag with name and unit number and notify Maintenance Staff if public area beautification gardening pots or supplies need storage for the winter.
- c. if there is snow outside their door and the Maintenance Staff is not on-site, clear it with a shovel from the "shovel station" to help prevent ice build-up around the door entrances.

II. Requirements of Maintenance Staff

A. Preparation by Maintenance Staff

Supplies purchased by HBV and placed at each snow station

2. 5 gallon bucket filled with ice melt
4. Snow shovel for common use
6. Scoop to spread ice melt
7. Signage explaining how to use items

B. Supplies by Maintenance Staff

Staff will ensure these items are inventoried for the use of HBV

1. 25 bags of snow melt
2. 15 bags play sand
3. 2 extra snow shovels

C. Responsibilities of Maintenance Staff

1. Conduct Inspection of each unit and crawlspace of each building according to Inspection Form.
2. Inspection done in October, before winter, and after any major weather event (temperature drop of more than 20 degrees.
3. Place covers over all roof turbines.
4. Insure all hose bibs have insulation caps.
5. Arrange plowing of each drive, parking and common areas after 3 inches of snow or more based on accumulation and conditions and if no temperatures above freezing are anticipated within 24 hours. Plowing will be done around vehicles that are parked and also around all available areas that can be reached. If a car leaves while the plow is still on site, the area in which the car was parked will be plowed.

- 7. Spread ice melt to decks and landings as needed.
- 8. Insure snow stations are maintained.
- 9. Check crawl spaces bi-weekly for proper temperature settings.
- 10. Decks are to be shoveled when the snow reaches a depth of three (3) inches and/or when it becomes a safety issue due to excessive weight.
- 15. Insure safe lighting to all walkways and bridges.

E. Emergency Management

- 2. Homeowner is to notify the HBV office staff of any approved winter emergency where assistance is needed such as water leaks, breach of structural integrity, or excessive snow/ice buildup.
- 3. Winter emergencies to HBV public areas are the responsibility of the association and or town officials.
- 4. Homeowners are to contact the office staff to shut off the water to the building for any suspected water leak or pipe break in case of emergency. The town may be notified for emergency water shut off if unsuccessful or unable to complete. (see water cutoff chart posted in clubhouse and copied below).
- 5. All homeowners should assure that their personal insurance for the inside of the units is up to date and includes a clause that covers damage from frozen pipes and possible winter/water damage to floors, wall and ceilings.
- 6. Emergency management of winterization problems within the units will be billed directly to the homeowner at the specified rates and may be subject to personal insurance reimbursement.
- 7. Homeowners will contact a wrecker company for assistance with stuck cars or towing needs. Maintenance will assist if possible and on-site.
- 8. Homeowners will manage any winter emergency at their own risk.
- 9. It is the responsibility of all homeowners to try to prevent further damage by shutting off water or contacting HBV office staff .

