

Title: Winterization Program

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

I. Requirements for Board of Directors

A. Correspondence to all homeowners

1. The Board 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 Contractor if public area beautification gardening pots or supplies need storage for the winter.
 - c. if there is snow outside their door and the Maintenance Contractor is not on-site, helping clear it with a shovel from the "shovel station" will prevent ice build-up around the door entrances.
 - d. informing the office when their units will be rented or in use by homeowner so that the Maintenance Contractor can have the entrance ways to those units cleared.
 - e. asking homeowners to contact their rental agent regarding item d.

II. Requirements of Maintenance Contractor

A. Preparation by Maintenance Contractor

Supplies purchased by HBV and placed at each snow station

1. Supplies on-site
2. 5 gallon bucket filled with ice melt
3. 5 gallon bucket filled with sand
4. Snow shovel secured to wall for common use
5. Snow scraper
6. Scoop to spread ice melt
7. Signage explaining how to use items

B. Supplies by Maintenance Contractor

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

1. 25 bags of snow melt
2. 15 bags play sand
3. Have on-hand, 2 extra snow shovels

C. Responsibilities of Maintenance Contractor

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. Plow 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.
6. Plow when notified by approved members of the board.
7. Spread ice melt and sand to decks and landings as needed.
8. Insure ice 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.
11. Decks will be shoveled on an "as-needed" basis. All permanent residences will be shoveled after each snowfall of three (3) inches or more—at times more than once a day.
12. Drives are to be plowed for access to enter and leave the parking areas.
13. Once the plow is on site, 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.
14. Anytime the plow must return to the site due to excessive obstacles or heavy snowfall, this will be considered a second visit and Holiday Beech Villas will be billed for a return trip.
15. Insure safe lighting to all walkways and bridges.

D. Rates

1. A rate per visit to plow all parking and overflow areas using plowing equipment and for labor to shovel decks and landings, on an as-needed basis will be determined by the contactor and approved by the board of directors each year.
2. Winter inspections to all units and crawl spaces will be billed by the hour.
4. Work hours are from 8am to 5pm.
5. Work needed after the abovementioned hours will be considered overtime at the rate of time and a half.
6. Response to all calls to remove snow will be based on a three (3) hour minimum for labor.

E. Emergency Management

1. Notify 911 for any emergency in which danger or risk to persons is possible or in case of fire.
2. Homeowner is to notify the Maintenance Contractor and designated board member of any approved winter emergency where assistance is needed such as water leaks or breach of structural integrity or excessive snow/ice build up.
3. Winter emergencies to HBV public areas are the responsibility of the association and or town officials.
4. Homeowners are to call maintenance 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).

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 a board member/Maintenance Contractor.

