

COLONIAL SQUARE COOPERATIVE
SNOW REMOVAL POLICY

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- I. This policy lays out Member and Management responsibilities for the removal of snow from the Cooperative.
- II. Definitions applicable to this policy
 - A. [Section Reserved]
- III. Member Responsibilities
 - A. Members are responsible for snow removal from their own porches and sidewalks extending from their front door to the main sidewalk. Members must maintain their area of responsibility.
 - B. If you are a senior citizen or are physically disabled and have no able-bodied person residing in the household or friends/family members elsewhere in the Cooperative, please contact the office to be placed on the snow removal assistance list.
 - C. When you park your vehicle, the end of the car must not hang over the sidewalk (see Parking Policy). The Cooperative will not be responsible for damage to any vehicle overhanging the sidewalk that is hit by snow removal equipment.
 - D. Snow Removal from Parking Areas
 - i. One or two days prior to snow removal from parking spaces, notices will be delivered and signs will be placed at the entrance to your court or parking area, if located on a main roadway. The notices and signs will advise as to the day of snow removal service in your court or area.
 - ii. Please be advised that all vehicles must be removed from the court or parking area by 9:00 AM on the specified service date. If you have removed the snow from your parking space you are still required to relocate your vehicle.
 - iii. Please be advised that failure to relocate your vehicle when notified may result in it being relocated by tow truck. Vehicle owners will be responsible for any and all costs and possible damages associated with relocation.

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- iv. Because of possible damage to parked cars, the staff cannot plow around vehicles.
- v. You can assist us in serving you better by cooperating with the following guidelines:
 - (a) During the first five days following a heavy snowfall, please watch for the service signs to be placed at your court entrance.
 - (b) Remove your vehicles to the street on the day of service.
 - (c) Be careful to park your car so that the bumper does not overhang the sidewalk. This will interfere with the snow removal equipment as it moves down the walk.
 - (d) If you are shoveling out your parking space, PLEASE DO NOT put the snow on the sidewalk.
 - (e) This causes hazard to you and others. The best place to put the snow is in the middle of the road where trucks can remove it with the plow.
 - (f) You may place snow in the middle of the court Monday through Friday 7AM to 4PM ONLY.
 - (g) Between early November and mid-March, if you go away on vacation or for a long weekend, leave your vehicle(s) on the main street or leave a key with a neighbor. Notify the office as to who has the authority to move your car.

IV. Management Responsibilities

- A. After a heavy snowfall, the maintenance staff will be removing snow as follows:
 - i. Main roadway of Wolverine & Williamsburg
 - ii. Thoroughfare in courts up to fire hydrants
 - iii. Remaining fire hydrants
 - iv. Remaining court thoroughfares
 - v. Main sidewalks
 - vi. Parking spaces as scheduled (see above)

- V. All prior policies and motions passed by the Board on this topic are superseded by this policy.