

**Canterbury Place Condominiums
Council of-Co-Owners, Inc.
Policies and Procedures Handbook**

Snow Removal Guidelines

Effective: 02/15/2018

Revised:

Intent:

Per the By-Laws of the Canterbury Place Council of Co-Owners, Inc., it is the responsibility of the Board of Directors to provide snow removal for the Canterbury Place Community. The Board will provide for snow and/or ice removal from the paved areas belonging to the Canterbury Place Community to provide for safe and passable roadways without incurring excessive costs to the homeowners. The Board realizes not everyone will be happy with the way snow and ice is removed throughout the Community; however, the Board must consider the best interests of the Community as a whole.

Scope:

This guideline covers the common parking areas, driveways, and sidewalks of the Canterbury Place Council of Co-Owners, Inc. This Policy is intended to serve as a guideline for snow and ice removal and is not all inclusive. The Board reserves the right to take any action which is in the best interest of the Community.

1.00 Definitions

- 1.01 "Board" shall refer to the Board of Directors of the Canterbury Place Council of Co-Owners, Inc.
- 1.02 "Community" shall refer to the condominium community of the Canterbury Place Council of Co-Owners, Inc.
- 1.03 "Common Areas" shall refer to the driveways, sidewalks, and parking areas, owned and maintained by the Canterbury Place Council of Co-Owners, Inc.
- 1.04 "Eastbridge Court shall refer" to the public roadway which is owned and maintained by the City of Middletown as per Municipal Order 92-16.
- 1.05 "Managing Agent" shall refer to the Management Company or Administrator selected by the Board to provide management services for the Community.
- 1.06 "President" shall refer to the President of the Board of Directors which serves as the Chief Executive Officer for the Canterbury Place Council of Co-Owners, Inc.
- 1.07 "Salt" shall refer to ordinary road salt or any ice removal chemical or product which is used to melt ice and snow from roadways or sidewalks

1.08 "Snow Removal Contractor" shall refer to the contractor selected by the Canterbury Place Council of Co-Owners, Inc. for snow and ice removal operations.

2.00 General

2.01 The Canterbury Place Council of Co-Owners Board of Directors shall award a contract for snow and ice removal each fiscal year. Quotes for the service shall be obtained by the Managing Agent and presented to the Board for approval at the October Board of Director's meeting.

(a) The contract shall be awarded to a contractor who best meets the needs of the community based on price and services provided.

(b) The contract period shall begin on December 1st of each year and run through November 30th of the following year.

2.02 The Board and Managing Agent shall work with the snow removal contractor to determine the best course of action for snow and ice removal for the Canterbury Place Community during snow and/or ice events.

(a) The President may appoint a Director or Committee to assist the Managing Agent in decision making and implementation of the snow and/or ice removal operations for the Community.

(b) Appointment of a Director or standing committee for snow removal shall be documented with the approved snow removal contract each year at the October Board meeting and shall become part of the Canterbury Place snow plan for that year.

2.03 The Community's Managing Agent is authorized to execute the snow removal contract on behalf of the Board.

2.04 All snow and ice removal work performed by the snow removal contractor shall be charged to the Community as per the rates outlined in the current snow removal contract.

3.00 Snow and Ice Removal on Common Areas

3.01 Snow removal is initiated when there is at least a 3-inch depth of snow accumulation on the driveways and roadways throughout the Community and temperatures are to remain below freezing for forty-eight (48) hours.

(a) The Managing Agent shall contact the President or their designee to determine if conditions warrant the initiation of snow and/or ice removal.

- (b) Ice removal or treatment is initiated when there is at least ¼ inch depth of ice on the roadways and driveways throughout the Community and temperatures are to remain below freezing for forty-eight (48) hours. If the National Weather Service issues a Winter Storm Warning for a severe icing event of ¼” or more, the Board may authorize the pre-treatment of Community driveways and roadways as a measure of public safety.
- 3.02 Mailbox areas will be cleared by hand. Due to the prohibitive cost of manual snow removal, the snow removal contractor will not clear residential sidewalks. The Board reserves the right to direct the removal of snow and ice from residential sidewalks should it determine it is in the best interest of the Community.
- 3.03 The Board requests that homeowners contact the Managing Agent to report snow removal issues or complaints and should not directly contact the snow removal contractor. The snow removal contractor will refer any homeowner contacts to the Managing Agent.
- 3.04 The Board also requests that residents and visitors refrain from parking vehicles on the street or in driveway areas of the Community during a snow event. The snow removal contractor will not be able to adequately perform snow removal services if vehicles are parked on the street or in driveways during a snow event.
- 3.05 Additional snow and ice removal for specific locations in the Community will be handled on an as needed basis, especially in cases of standing ice slicks or issues which compromise safety. Manual snow removal or salt spreading will be performed only at the request of the Managing Agent. This work is performed at an additional charge to the Community.
- 4.00 **Snow and Ice Removal on Eastbridge Court**
- 4.01 Snow and ice removal for Eastbridge Court’s main roadway is the responsibility of the City of Middletown. The City will be responsible to remove snow and salt as appropriate when snow depths reach 2-3 inches. Complaints about snow removal on Eastbridge Court should be directed to the City of Middletown. The President may consult with the Board and direct the snow removal contractor to plow and/or salt Eastbridge Court if it is determined that unsafe conditions exist, and the City has failed to provide basic snow and ice removal.