

## SNOW REMOVAL PROCEDURES

January 2010

Effective October 15 - May 1, all occupants must be aware of and follow the procedures for **all their vehicles and guest's vehicles** during snow removal (plowing).

Please understand Sierra storms are unpredictable, and therefore a specific plowing schedule is impossible. Generally, we will plow all parking areas and roads when snow depth reaches 3" on the **ground**. Depending on when this 3" accumulates and the forecasted severity of the storm, snow removal **will take place on that day or the next**. For example, if snow depth does not reach 3" until 1:00 p.m. and/or the storm is predicted to be heavy, we will plow the next day, but until then we will keep the roads and courts open as necessary. The day we do plow, it will be during the time with the fewest cars on site, between 11:00 am and 4:00 pm. This is our only period we can remove all snow effectively. At this time the following procedures will take place:

A. By 7:00 a.m., the roads, entrances, overflow lots, and courts are "opened up" with a pass by the plows. After this, you may have to shovel a berm of snow from behind your car prior to leaving. If you plan to be gone for the day (skiing, etc.) you must move all of your parties remaining vehicles to one of the two overflow lots located at both ends of the inside circle road (see map on reverse). **MOST IMPORTANT! Do not leave any vehicles in front of your unit without someone home with a key to all vehicles (I suggest you move vehicles to the overflow lot the night before if necessary) .**

B. From 7:30 a.m. to approximately 12:00 p.m. Lake Forest Glen plow trucks will continue plowing to help you to leave for the day with all your vehicles, or move the remaining ones to one of the two overflow lots.

C. 10:00 a.m. to 4:00 p.m., a thorough plowing with heavy equipment will remove all snow from all roads and the parking areas in front of your unit. We will start on the outside circle and continue into the inside circle. During this time, please follow these instructions:

1. Lake Forest Glen staff will, when possible, knock on your door 20 - 30 minutes prior to plowing your court. Remove all snow from your vehicle and warm it up at this time. You may take it to the overflow lot and leave it, if there is room. If the lot is full, call the office for assistance or talk with the Lake Forest Glen snow removal staff in the field.
2. When the plows arrive, you must drive your vehicle(s) out of the court area until plowing is complete. **Do not park** in front of someone else's unit in a different court. **Stay in or by your car**. Once plowing is complete please return the vehicle(s) to **your** unit's parking space.

D. For your safety, remember to shovel your front entrance and steps following each plowing.

E. If you parked a vehicle at the overflow lot please move it **following the storm** so that we may then plow the vacated spot.

Hindering snow removal is subject to a fine and/or towing. Please cooperate. If you need help or have any questions please call the office at 583-2307. Thank you.