

PARK WEST COMMUNITY ASSOCIATION, INC.

2018-2019 SNOW REMOVAL POLICY

The Park West Community Association (PWCA) is responsible for clearing snow from five private streets within the Kings Park West Townhomes community. The following policies and specifications are established and adopted for the 2018-2019 snow season.

1) RESIDENT-FOCUSED ITEMS:

- a) Pre-treating streets with salt, salt or ice melt chemicals will be applied based on specific conditions within the community.
- b) Snow removal will begin once two inches (2") of snow has accumulated on paved surfaces.
- c) At an expected six inches (6") of snow or greater, specific curb parking will be disallowed. **Towing will be enforced. Charges will be assessed to the owner of the vehicle.** Advance notice of towing will be placed on the message boards.
- d) Please allow 18 hours for every 6" of snow accumulation for the roads to be cleared. If you are considered essential personnel, or are otherwise required to be available for work during snow events, please make appropriate arrangements.
- e) All snow removal equipment contracted by the Association must maintain a minimum of thirty inches (30") of clearance from all parking spaces. The snow that accumulates within the thirty inches (30") is the sole responsibility of the person(s) assigned to or using the parking space.
- f) Snow removal crews are operating under specific instructions, do not make requests for other snow removal services – please contact the community lead for clarification of ongoing activities.
- g) Take caution when clearing snow from a parking space prior to plowing by the snow removal contractor as snow will be deflected by removal equipment during plowing and may come to rest in parking spaces. Clearing deflected snow is the responsibility of the individual assigned to the parking space.
- h) Snow should never be cleared, shoveled, or deposited onto streets, sidewalks, or your neighbor's empty parking spaces. If shoveling or blowing snow, deposit it onto your own

property or grass covered common areas. This applies to contractors, residents, or anyone hired to perform snow removal services by a resident.

- i) Do not clear snow from parking spaces or vehicles and place in/on the street, thinking a plow can/will remove it. The compacted pile will require specialized equipment to be removed and the responsible party to whom the space is allotted will be charged the associated fees.
- j) Snow should be removed quickly to ensure clearance around mailboxes and fire hydrants. Residents living near these areas are asked to volunteer and shovel these areas clear.
- k) The PWCA is not responsible for removing the snow from sidewalks in front of townhomes. This is the sole responsibility of the resident. Residents are asked to remove snow and treat icy conditions in a timely manner to ensure safe and clear passage of pedestrian traffic.
- l) Plowing of the pool parking lot is an additional expense. If the BoD does not plow the pool parking lot, residents desiring to use the pool parking lot for large parties may contact the PWCA to arrange for the pool lot to be plowed at the resident's expense.
- m) Please contact streets@parkwestcommunity.org or any Director if you have comments or concerns regarding snow removal. To ensure your concern is addressed as quickly as possible, please include your full name, street address, time of call (if applicable), and your concern.

2) SNOW SPECIFICATION (see Exhibits A and B for further information)

- a) Prior to snow season (beginning of December)
 - i) Include the current snow policy in the late fall newsletter. (PWCA Communications)
 - ii) Place fire hydrant marker flags on all nine community hydrants. (Contractor)
 - iii) As directed by the Board, place drums of sand at appropriate areas within the community. (Contractor)
- b) Three days prior to an anticipated snow event:
 - i) Send current snow policy out to the PWCA mailing list. Highlight key attributes in the email body. Point of emphasis for clearing sidewalks, leaving community sidewalks free from shoveled snow, and clearance around fire hydrants and mail boxes. (PWCA Streets)

- ii) Provide name of individual managing the community response to the residents. (PWCA Streets)
- c) Specific pre-treatment specifications:
 - i) Pre-treatment may be sand, salt, or ice melt and will occur as needed based on experience of contractor or direction of the Board. Coordination on type of pre-treatment and cost shall be accomplished by the contractor prior to pre-treatment. (Contractor)
 - ii) Pre-treatment will occur in accordance with one of two specified options. Option 1 includes areas to always pretreat and areas for the contractor to assess whether to pretreat based on environmental conditions. Option 2 pretreats the entire community.
 - iii) The option determination should be acknowledged by both the Board and the contractor prior to work commencing. (Contractor)
- d) If the forecasted amounts of snow expected exceed two (2) inches:
 - i) Plowing will commence at 2 inches of snow on paved surfaces.
 - ii) Plowing will be repeated such that no more than 4 inches of snow covers the streets at any one time.
- e) If the forecasted amounts of snow expected exceed 6 inches:
 - i) PWCA will designate a “SNOW EMERGENCY” for the community. All white painted curbs become no parking zones approximately 36 hours prior to storm arrival. (PWCA Streets)
 - ii) Post no parking requirement on message boards at least 72 hours prior to storm arrival. (PWCA Communications)
 - iii) Disallow curb parking in designated areas approximately 36 hours prior to storm arrival. (PWCA President). Current estimate is 127 curb spaces throughout community. Disallowed parking spaces at the 6 inch forecast totals 10 spaces on upper Gainsborough Drive.
 - iv) Open pool parking lot for vehicles. (PWCA Streets). Pool parking lot contains 21 spaces without double parking.
 - v) At six hours prior to storm arrival, engage towing contractor to remove cars (**at owner expense**) still parked in white-painted disallowed parking areas. (PWCA Parking)
 - vi) Have towing contractor (if possible) continue to check for vehicles during storm for removal. (PWCA Parking)

- vii) Designate individuals to report on conditions of streets to the individual managing the response. (PWCA Streets)
- f) If the forecasted amounts of snow expected exceed 9 inches:
 - i) Other curbs will become no parking zones approximately 36 hours prior to storm arrival. (PWCA Streets)
 - ii) Place markers and “NO PARKING” or “CAUTION” tape with dates listed on all non-white-painted curbs at least 72 hours prior to storm arrival. (PWCA Streets)
 - iii) Post no parking requirement on message boards at least 72 hours prior to storm arrival. (PWCA Communications)
 - iv) Disallow curb parking in designated areas approximately 36 hours prior to storm arrival. (PWCA President). Current estimate is 127 curb spaces throughout community. Disallowed parking spaces at the 9 inch forecast totals 88 spaces throughout the community if all spaces are disallowed.
 - v) At six hours prior to storm arrival, engage towing contractor to remove cars (**at owner expense**) still parked in disallowed parking areas. (PWCA Parking)
 - vi) Pre-position skid steers within the community for snow removal contractor use (either contractor-provided or rental – determine in advance with contractor).
 - vii) One skid steer at 9 inches, two skid steers for amounts greater than 15 inches.
- g) During the event
 - i) Send communications updates to residents at least once a day. (PWCA Snow Event Lead)
 - (1) Items to communicate
 - (a) Current Status
 - (b) Plan for tomorrow
 - (c) Items for resident consideration or action
 - (2) Other pieces of information to inform residents:
 - (a) Plows have been canceled due to high winds
 - (b) Plow return is indefinite due to loss of equipment
 - (c) Plows will be working the community through the night
 - (d) Plows can no longer push snow and front loaders will be required

- (e) Due to the severity of the storm only a single emergency lane will be plowed, widening of the lane will occur once the community has emergency access throughout.
- ii) Snow plow crews are operating under specific instruction, do not engage in discussion with them - please find the community lead for clarification of ongoing activities.
- h) After the event
 - i) Whenever refreezing occurs overnight while snow melt is ongoing, treat remaining icy areas (e.g. lower Malone Court) with sand or salt during the overnight hours.
(Contractor)
 - ii) Refill drums of sand as needed throughout the snow and ice season. (Contractor)

**Exhibit A
(2018-2019 Snow Removal Policy)**

Specific Specifications

Specification #	Specification Description	Amount of Snow 'X' indicates applicability to that amount of snow			
		0-2 Inches	2-6 Inches	6-9 Inches	More than 9 Inches
1	Pre-treat as needed to create traction for vehicles and individuals in accordance with Option 1 or Option 2 guidance.	X	X	X	X
2	Plowing will commence at 2 inches of snow on paved surfaces. This should be self-initiated by the contractor.		X	X	X
3	Repeat plowing such that no more than 4 inches of snow covers the streets at any one time.		X	X	X
4	Plowing to occur during the snow event to keep street access open to emergency vehicles.		X	X	X
5	Skid steer cleanup required for all corners at the minimum. See Snow Removal Operations maps for details.		X	X	X
6	Plowed snow will be moved to specific areas for snow storage. See Snow Removal Operations maps for details.		X	X	X
7	Fire hydrants and mail boxes will cleared during plowing operations (as necessary) and during clean-up operations (fully).		X	X	X
8	Sidewalks may be designated to be cleared. There are two levels (Critical and All) of sidewalk cleaning. Critical sidewalks must always be left free of plowed snow. Level of cleaning to be determined prior to the snow event and communicated with the contractor. See Snow Removal Operations maps for details.		X	X	X
9	Post No Parking or Caution tape and markers on curbs of all effected parking areas, during event towing contractor will tow vehicles in effected areas.			X	X
10	Curb parking in specific areas disallowed. Towing enforced at car owner's expense. See Snow Removal Operations maps for details.			X	X
11	Pool parking lot made available for vehicles as an alternate parking location.			X	X
12	Skid steer cleanup for all areas curb-to-curb required.				X
13	Removal of snow to distributed locations within the community.				X

**Exhibit B
(2018-2019 Snow Removal Policy)**

Snow Removal Operations Maps

Snow Removal Operations

Kings Park West Townhomes
Park West Community Association
Community Maps

13-Sep-17

1

Map Key

- All sidewalks are blue lines, community sidewalks have colors overlaid upon them
- As defined in the Snow Specification
 - Critical (Level 1) Community Sidewalks are RED
 - Medium (Level 2) Community Sidewalks are PURPLE
 - All other (Level 3) Community Sidewalks are AMBER
 - Snow Storage Areas are LIGHT GREEN
 - Skid Steer Cleanup Areas are GRAY
 - Disallowed Curb Parking Spaces at 6" are PURPLE
 - Potential disallowed Curb Parking Spaces at 9" plus are ORANGE

26-Dec-17

2

**Exhibit B
(2018-2019 Snow Removal Policy)**

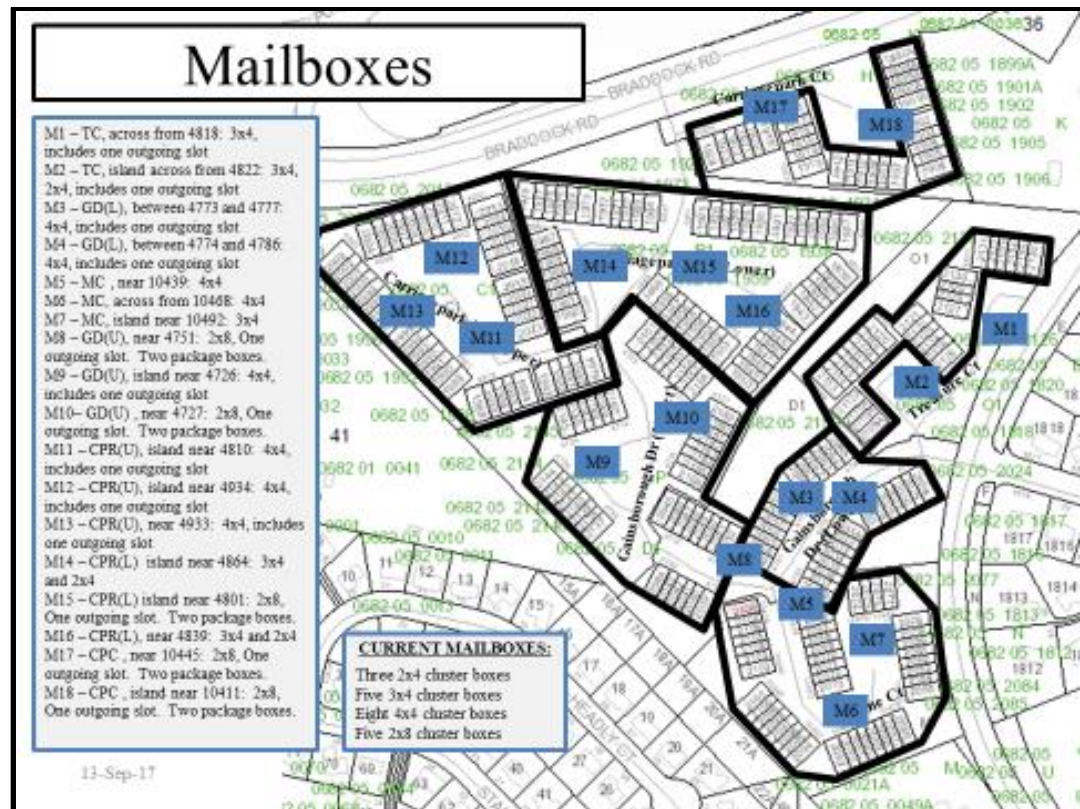
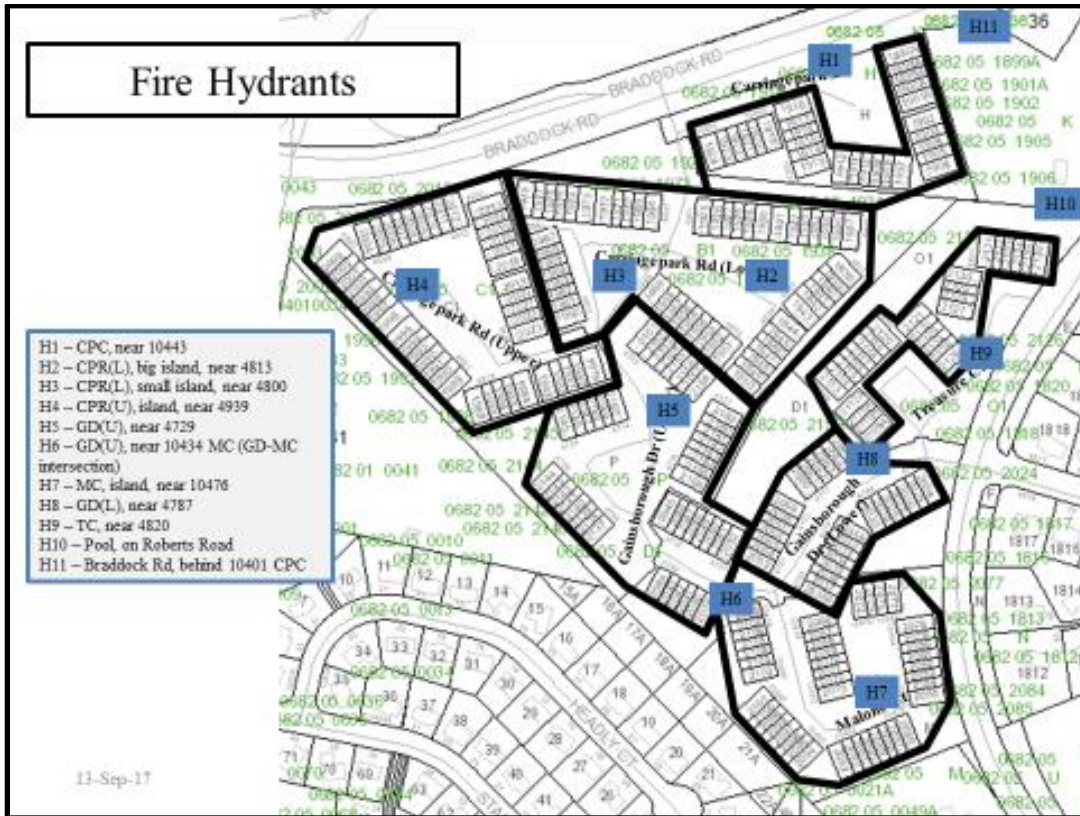
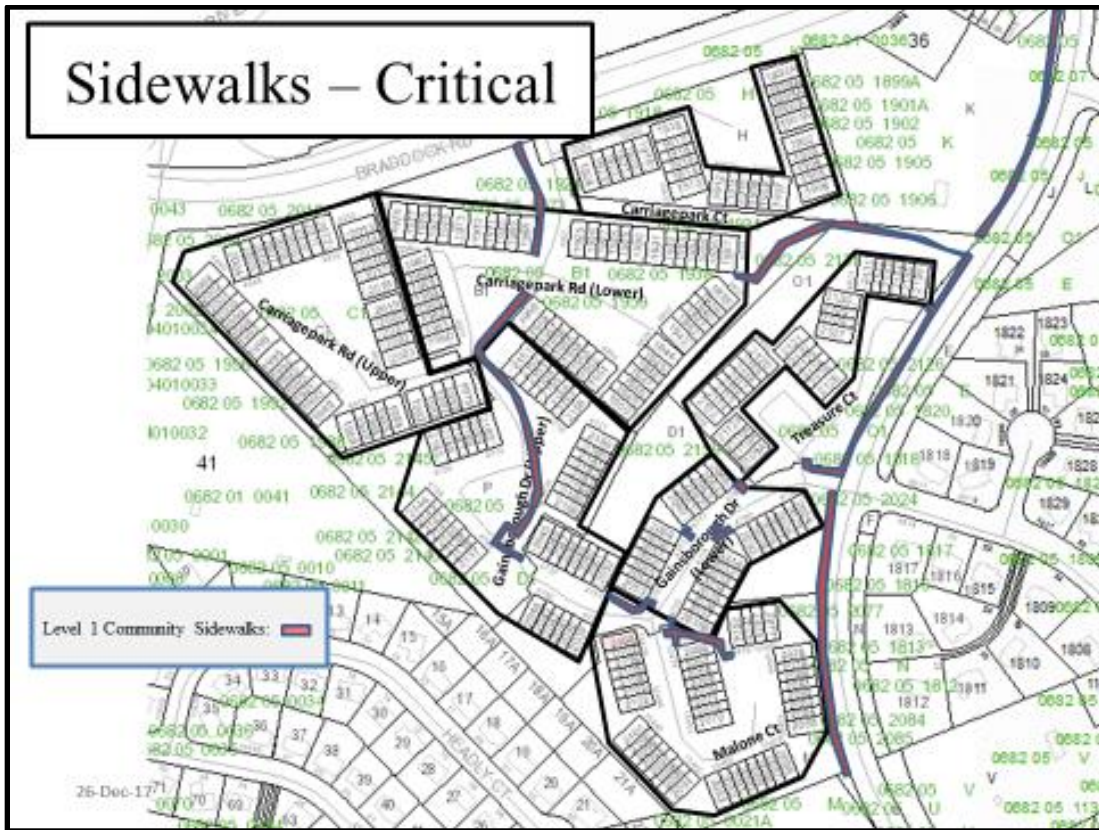
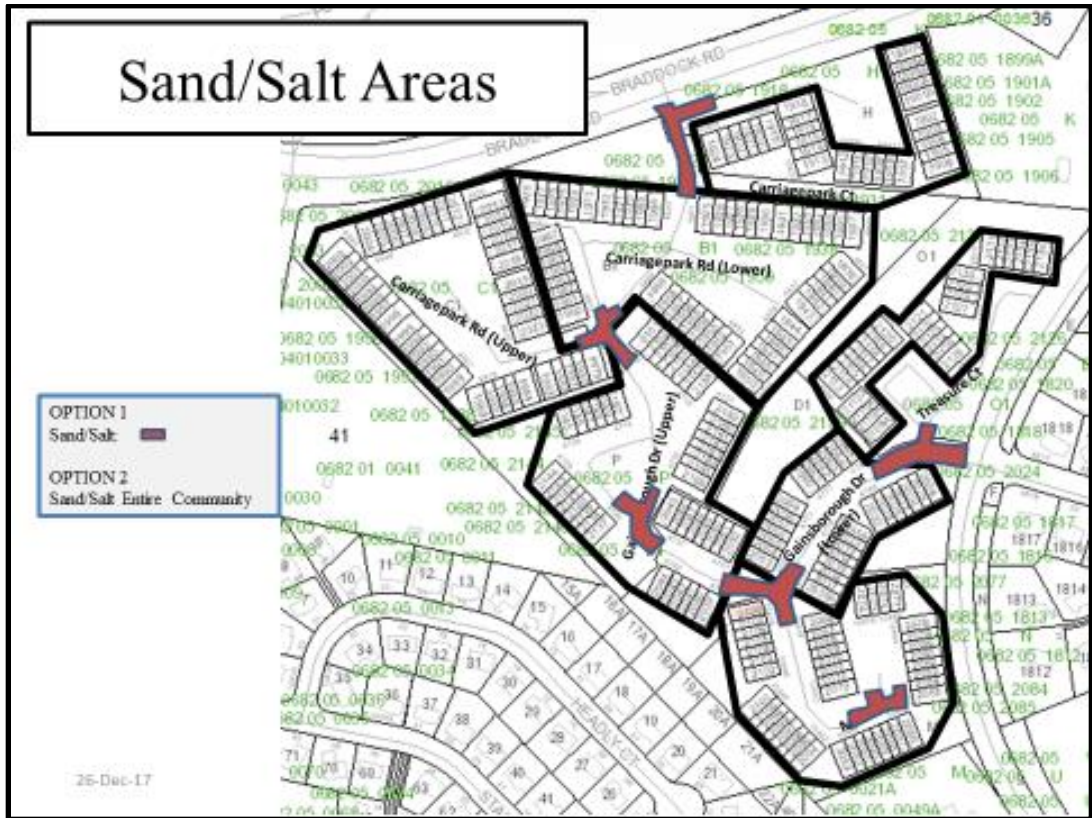


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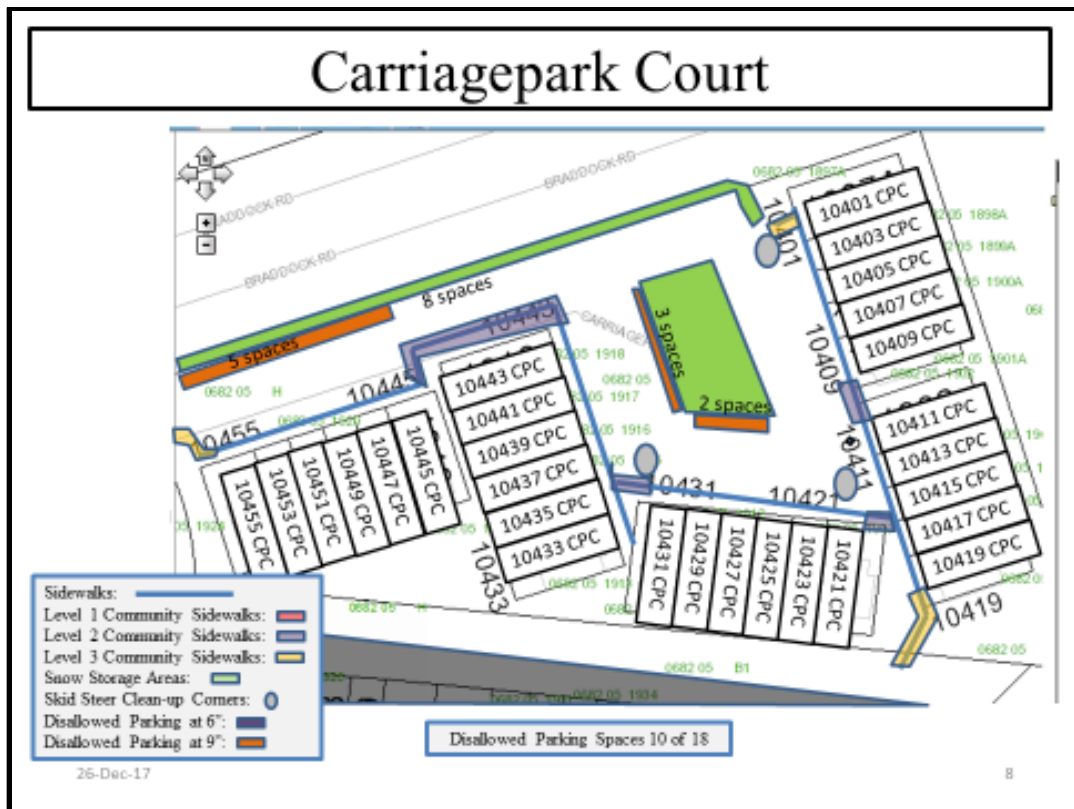
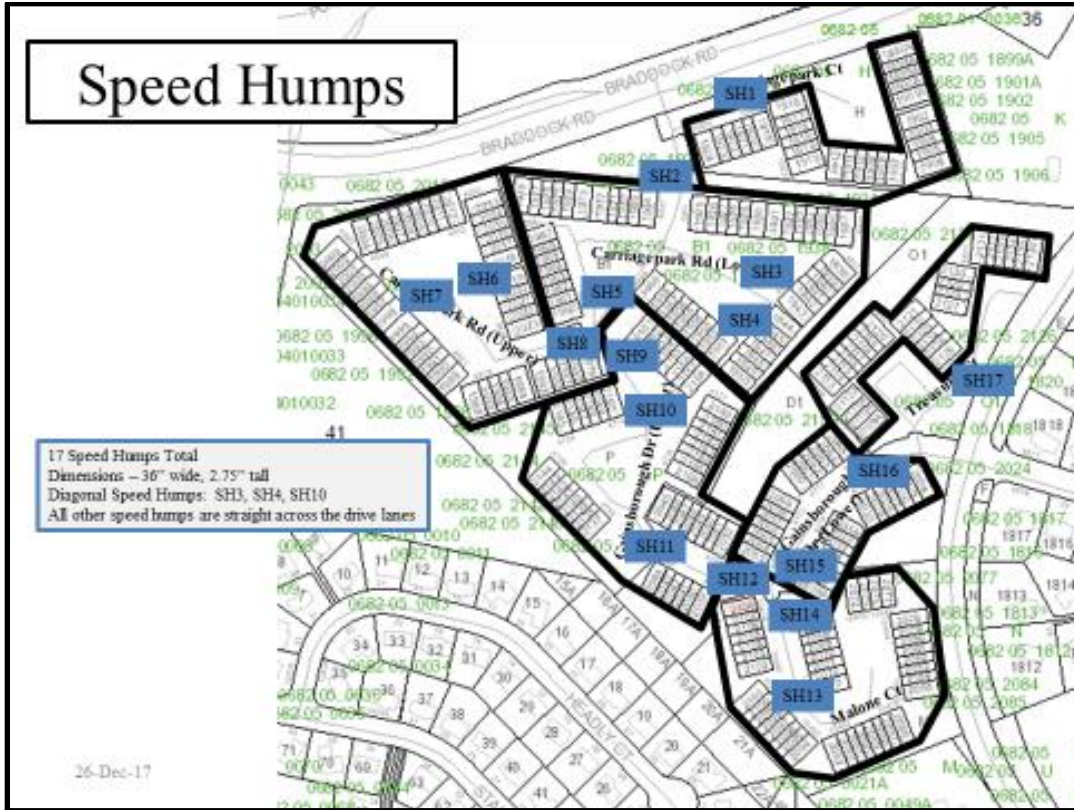


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(2018-2019 Snow Removal Policy)

CPR Entrance and Common Area



Carriagepark Road (Lower)

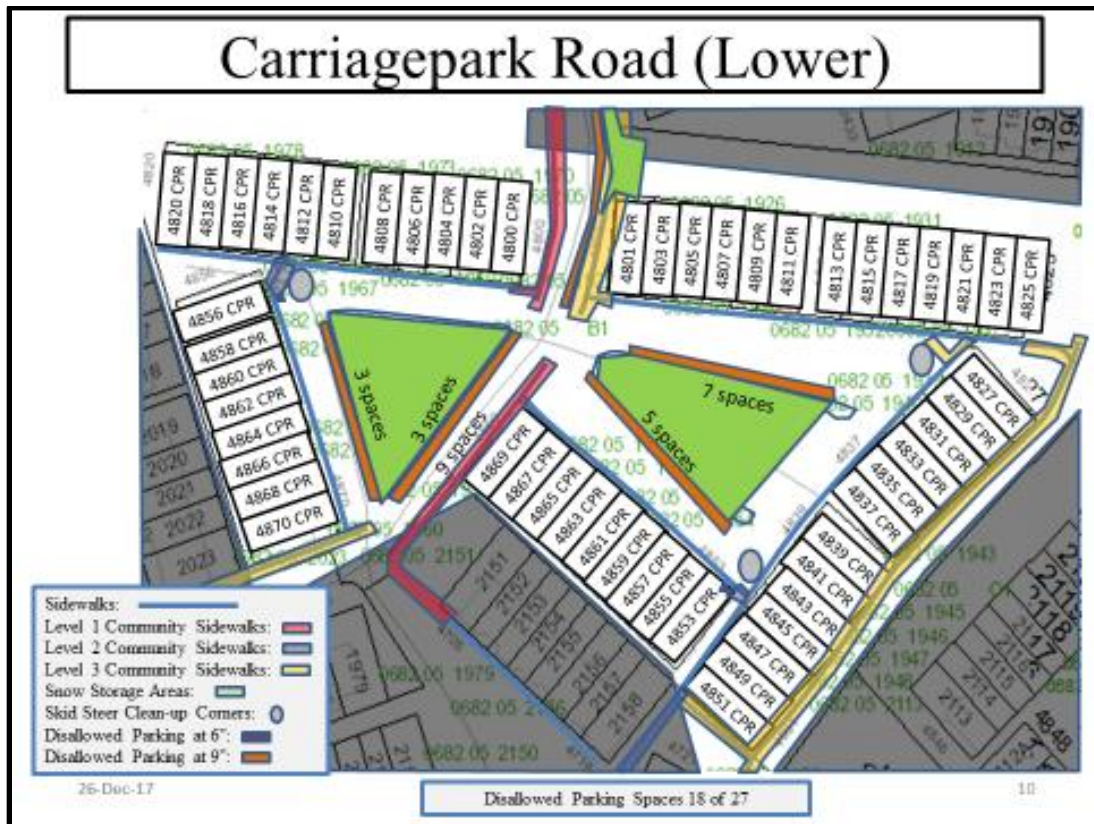


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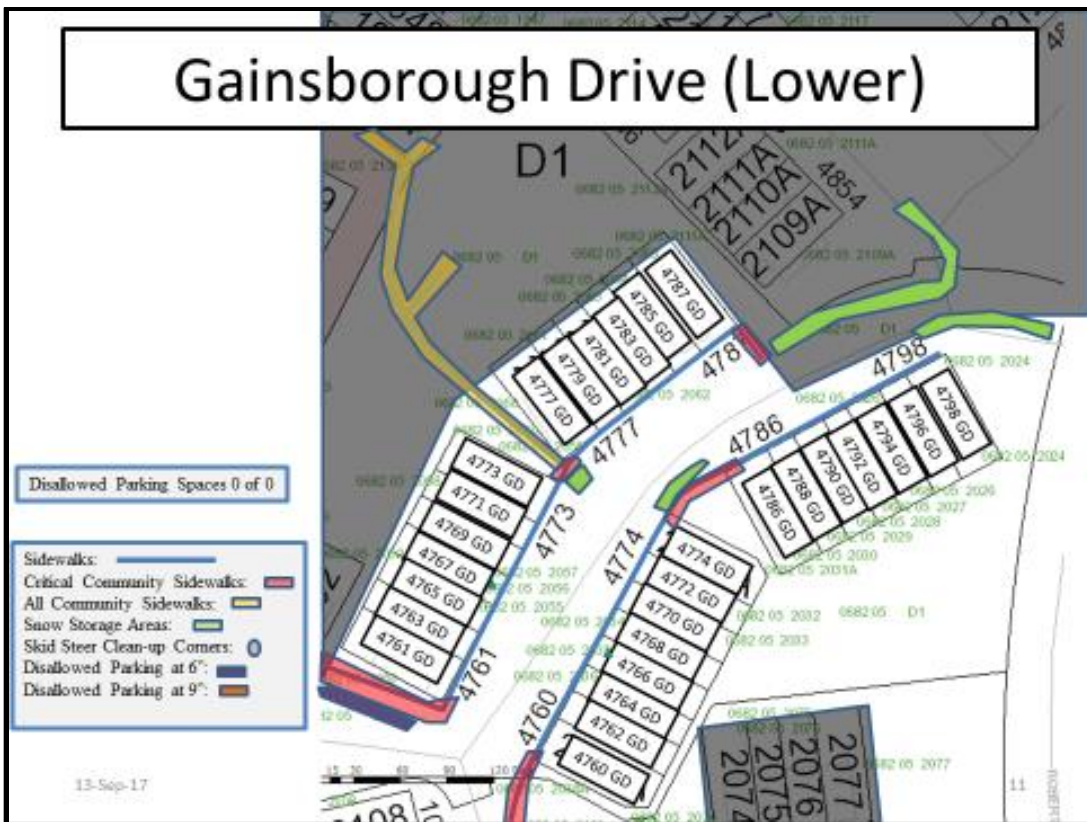
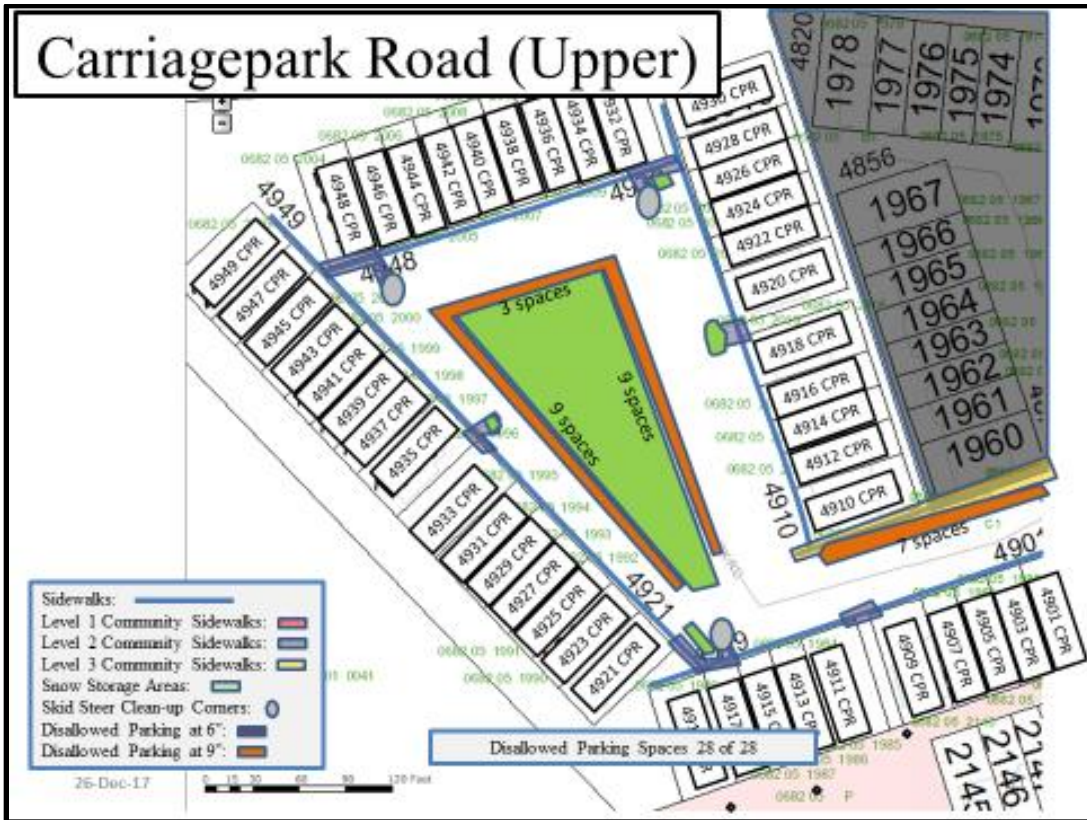
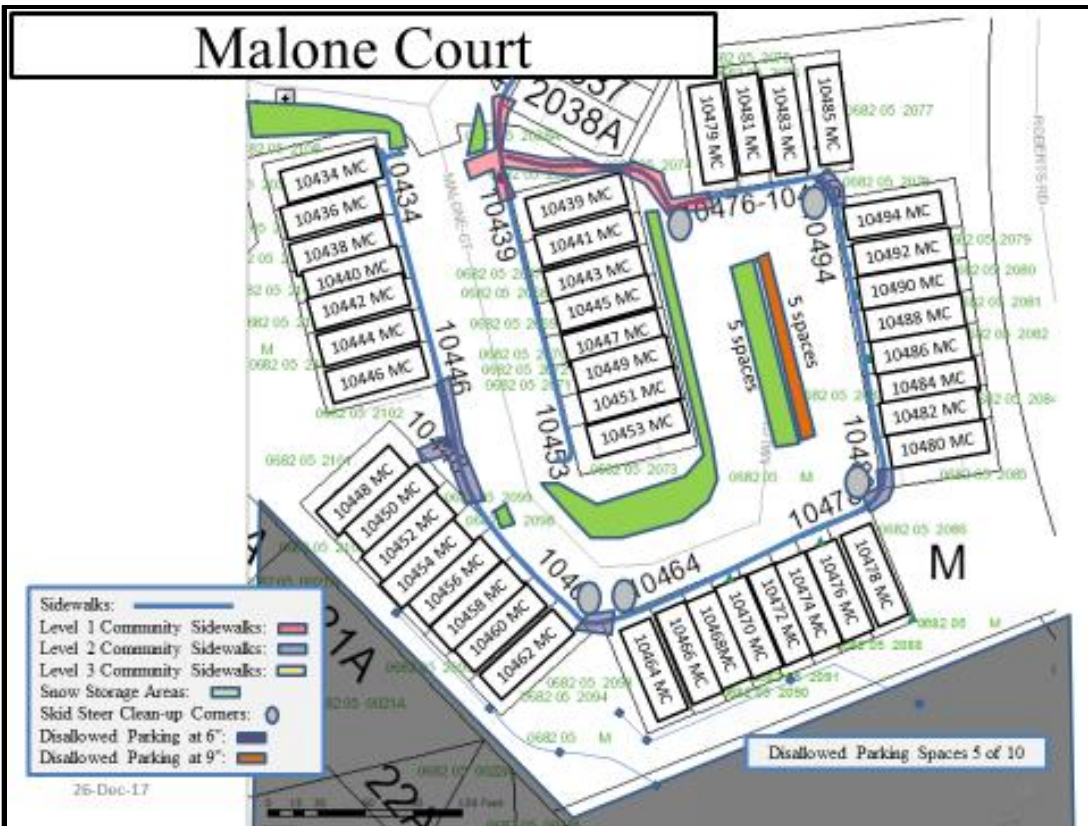
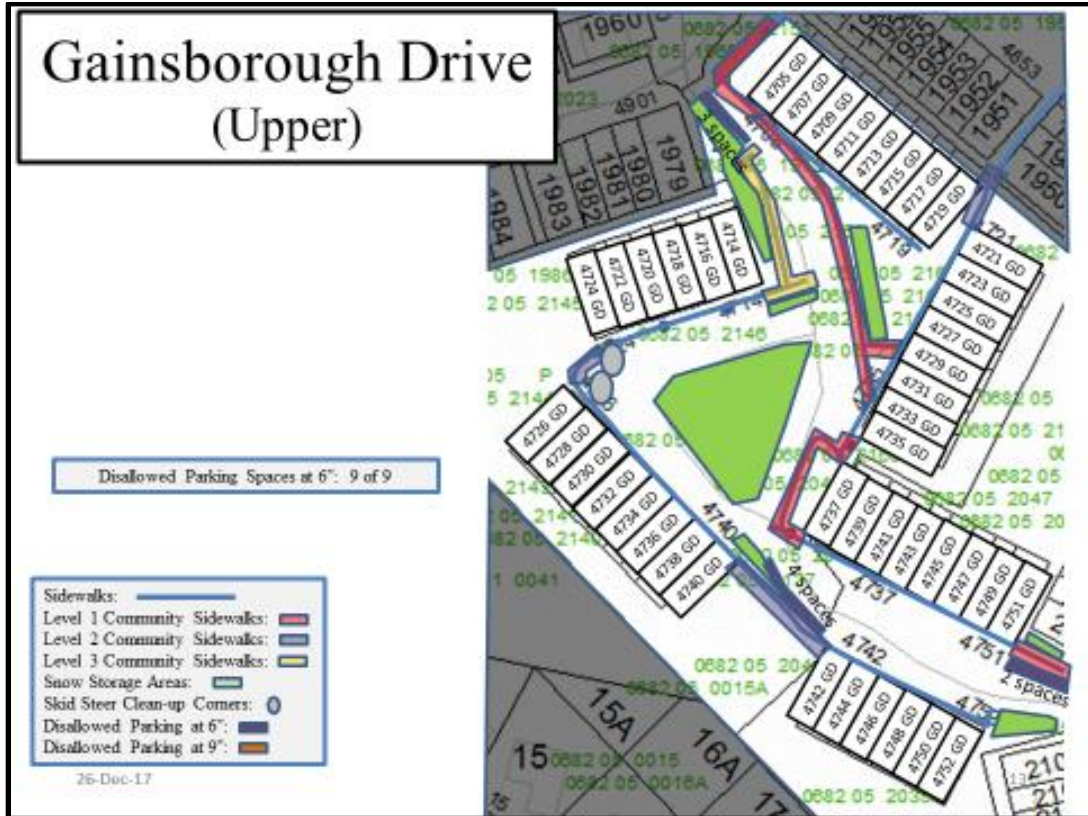


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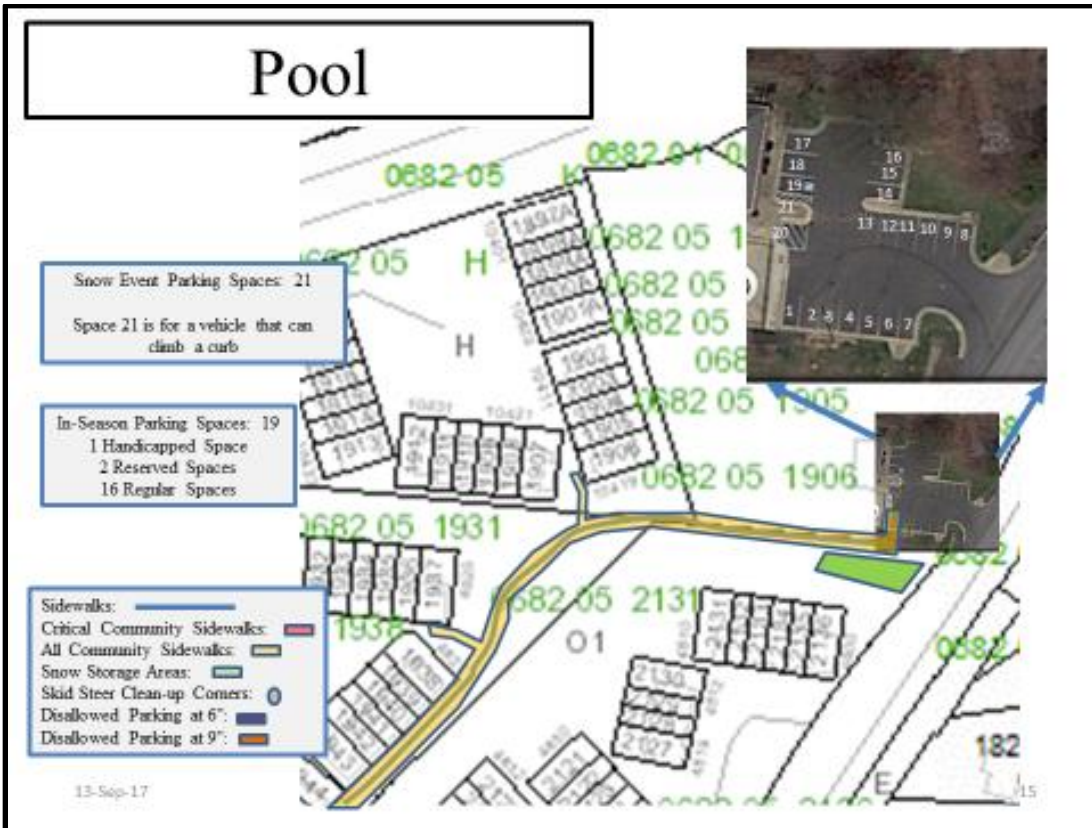
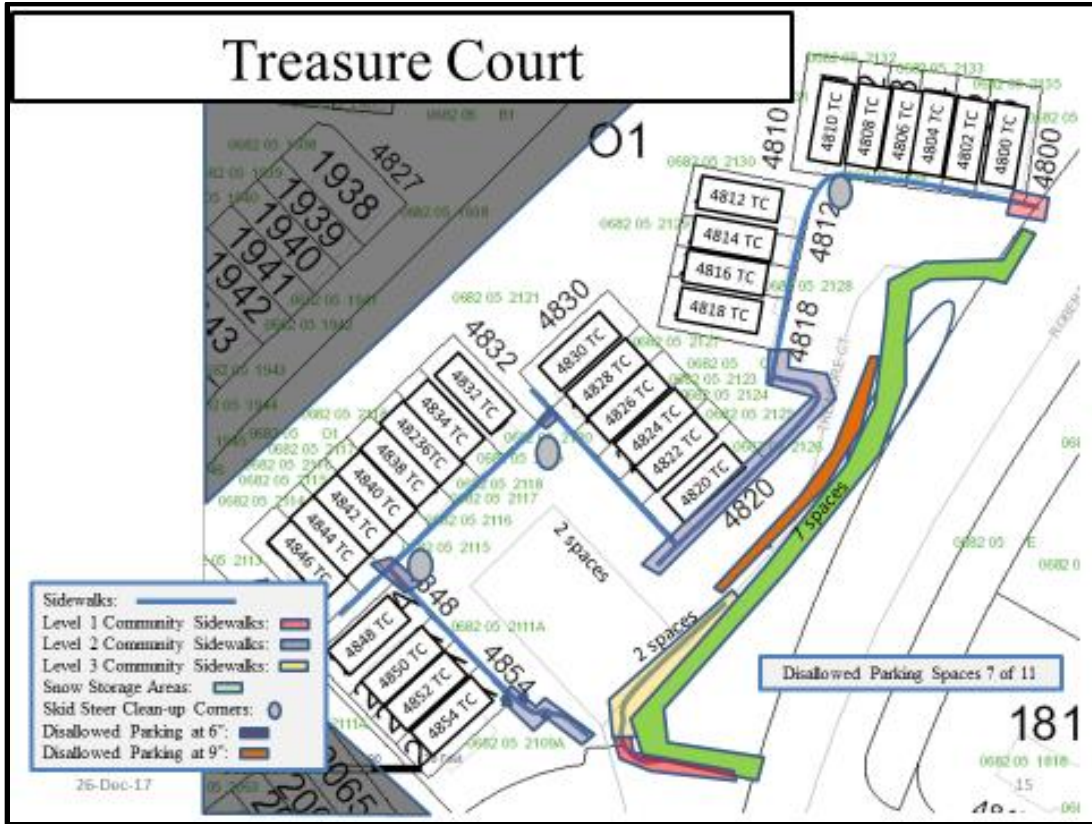


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