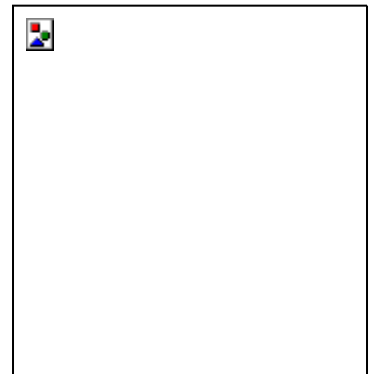


YORKSHIRE PLAZA COOPERATIVE SNOW REMOVAL POLICY

2021-22



YORKSHIRE PLAZA COOPERATIVE SNOW REMOVAL POLICY

PURPOSE: The purpose of this policy is to provide a common understanding of the extent of the Cooperative's winter road, parking lot, sidewalk & porch maintenance activity regarding snow and ice removal, to define the scope and level of services, to describe priority roads & walkways, and to inform the members as to their responsibilities.

The Cooperative reserves the right to exercise flexibility in these general guidelines depending upon the type of snow, wind and times of day the snow falls. In the delivery of snow removal service, efforts will be made to balance the needs of road safety, traffic demands, employee safety as well as constraints involving time, money and equipment availability.

RESPONSIBILITIES:

*The Maintenance Staff is responsible to ensure that operators are on the job in time to make roads accessible, and walkways passable. When possible, plowing or salting will be scheduled prior to heavy traffic levels to prevent snow compaction.

*The Maintenance Staff will be responsible for preventative maintenance programs for all equipment to ensure availability and reliability when needed. The Cooperative will plan for and recommend necessary equipment upgrades and/or replacements in a timely manner to allow for proper budgeting of those expenditures.

*The Maintenance Staff is responsible for the selection, storage and application of salt and chemicals for controlling snow and ice under differing weather conditions.

*Necessary safety equipment, safety training and operator training will be made available for employees to foster ongoing improvements in snow and ice control.

*To better obtain cooperation from the members, the Cooperative will periodically communicate to residents, through newsletters and flyers, the policies and ordinances regarding snow and ice removal and what services the members can reasonably expect.

GOALS & PRIORITIES:

It is the goal and intent of the Cooperative to have all roads in the Cooperative plowed within a 12-hour period, and all parking lots and sidewalks cleared within a 24-hour period. In case of snowfall long in duration, the streets will be plowed every 12 hours. The snow plowing procedure varies with the depth of snow fall as follows: Trace to 1" = Ice Control; 1+" = Plowing of roads.

The above amount is a benchmark only, used to signal when plowing efforts typically begin. Other conditions such as wind or icy rain may warrant an earlier response. Other maintenance, such as salting, may begin earlier than plowing or as road conditions dictate, even when plowing is unnecessary.

- Priority 1 – Main Roads
- Priority 2 – Main Walks
- Priority 3 – Handicapped or senior individual walkway & porches*
- Priority 4 – Parking Lots

Snow will be piled from the streets and parking lots in designated areas throughout the Cooperative. In such instances this might require that snow be piled in such a way as to utilize a visitor or designated parking space. At no time will piles of snow be allowed to accumulate so as to become a hazard or impede the normal flow of traffic. In the event the snow build-up is such that this hazard takes place the Cooperative will hire an outside contractor to move the snow into better locations.

Snow and ice control operations will proceed as long as weather conditions do not endanger the safety of employees. Other conditions, such as equipment breakdown, or shortage of equipment operators, may necessitate changes from normal operations.

*To be included on the list of handicapped residents you must provide documentation that you are physically unable to perform snow removal functions and there is no other member of your household that can perform these functions. Senior walkways will be cleared by our maintenance staff for any household whose residents are 65 years of age or older.

MONITORING WEATHER CONDITONS: The Maintenance Staff will monitor weather conditions during regular operating hours via the Weather Channel and on the computer via state and national weather links. During off hours for the Maintenance Staff will be responsible to monitor the streets, parking lots & sidewalks and if slippery or hazardous conditions develop that warrant immediate attention. The Maintenance Staff will notify the other maintenance employees and other casual part time employees during off-hours if snowfall accumulations reach one-half to .75 inches or of freezing rain. This notification will allow time to begin salting or snow removal before the snow becomes too thick or ice develops.

USE OF SALT & CHEMICALS ON STREETS, PARKING LOTS AND SIDEWALKS: The maintenance department shall utilize salt and chemicals only if, in the opinion of the Maintenance Staff, removal of snow and ice or reduction of hazardous conditions by blading, plowing or cannot be accomplished within a reasonable period of time or such hazardous conditions (such as icy rain or sudden temperature changes) justify the use of salt and chemicals.

HOW SNOW WILL BE PLOWED/REMOVED: Snow will be plowed in a manner so as to minimize any traffic obstructions. Plow operators will take extreme care so as not to push snow onto sidewalk areas. In times of extreme snowfall, streets will not always be able to be completely cleared of snow immediately after snowfalls have ceased, final street cleanup may not be completed until the second day of plow operations.

Cooperative parking lots cannot be plowed until all the residents move their cars sufficient enough to establish a clear path to a designated dumping location. The Cooperative will not attempt to plow snow or salt between cars or plow in any other way that may jeopardize that damage to member's vehicle. **Vehicles that are not moved during the snow removal process may be ticketed or towed by the Cooperative at the resident or visitor's expense.**

The Cooperative requires that all households clear their own sidewalks and porches. The Cooperative will not be clearing snow or ice from individual's porches or sidewalks for members who are not on our senior or handicapped parking list.

OTHER SNOW RELATED CONCERNS: In the process of plowing snow, maintenance staff may at times do inadvertently allow the plow to "climb" the curb and disturb the sod. This is especially true in late fall/early spring plowing. If sod is damaged this should be repaired by the Cooperative in early spring.

PARKING OF VEHICLES/TOWING: The Maintenance Manager, Maintenance staff, and /or the office staff will notify residents by honking their horn to move vehicles from the parking lots within the Cooperative. Residents are obligated to move or remove parked vehicles from the parking areas to facilitate the effective plowing of these parking lots. If snowplows are forced to go around parked vehicles, the snow surrounding the car can create a hazard to the traveling public as well as plow operators and equipment. Remember, your primary vehicle must be parked in your garage and not in the parking lot. **Vehicles that are not moved during the snow removal process may be ticketed or towed by the Cooperative at the resident or visitor's expense.**

ACCIDENTS DURING SNOW REMOVAL OPERATIONS: Should an employee have an accident of any type during snow removal operations, they must immediately notify their supervisor stating the type of accident and the conditions that created the accident. If the accident involves personal injury or a vehicle accident, the operator must remain on the scene of the accident until the police arrive. After the operator has informed the police of conditions and other pertinent data concerning the accident, the supervisor will determine whether the operator will continue with plowing operations. In the event of a very minor accident that does not involve another vehicle or personal injury, the supervisor will determine if the accident warrants calling the Police Dept. This is done to insure that the police are not contacted for insignificant accidents such as bent sign posts, etc. and the plow truck may continue its plowing.

POLICY REVIEW: In an effort to evaluate the effectiveness of snow removal operations and in consideration of equipment improvements, technological advances, changes in manpower, and plowing routes this policy will be reviewed annually each fall by the Management and the Board of Directors.