

**Sunderland Woods Condominium  
Association** 330 Sunderland Rd \* Box 200 \* Worcester, MA 01604 \* (508)  
752-1050

**CO-SOP-0005**

**CONDOMINIUM OPERATION-STANDARD OPERATING PROCEDURE**

**Title: WINTER STORM CLEANUP PROCEDURE**

**Effective Date: 19 January 2022**

**1.0 PURPOSE/OBJECTIVE**

Please take time to review this entire procedure so you will know what is expected of you before and after each winter storm. One of our biggest expenses is snow removal (typically over \$25,000 each year). The more cooperative we all are helps keep costs down by enabling our plowing contractor to remove snow efficiently. Please be up, dressed, and ready to move your car when required.

**The procedure to move your vehicle begins in Section 6.0 on page 3**

□ **SECTION 6.1 – Procedure for Phase I (Units 1-24).....page 3**  
□ **SECTION 6.2 – Procedure for Phase II (Units 25-54).....page 4**  
□ **SECTION 6.3 – Procedure for Phase III-A (Units 55-72).....page 4**  
□ **SECTION 6.4 – Procedure for Phase III-B (Units 73-96).....page 5**

**2.0 SCOPE**

This procedure applies to all residents of the condominium, regardless of age or health status, under the situation of an ordinary snowstorm. If a blizzard or ice storm develops, our plowing contractor will do his best to stay within this procedure, but the schedule may be delayed or adjusted at his discretion.

**3.0 RESPONSIBILITIES**

All persons residing at the condominium who own a car: are responsible for acting in accordance with this procedure. If you are unable for any reason, to move any vehicle you own that is parked on the property, you must make arrangements for someone to move your vehicle. Failure to move your vehicle in accordance with this procedure will result in a violation notice and fine as listed in the Fee and Fine Schedule.

Deeded Unit Owners: are responsible for ensuring that their tenants act in accordance with this procedure. Any fines levied for failure to follow this procedure will be charged to the deeded Unit Owner.

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Snow Plowing Contractor: is responsible for acting in accordance with this procedure and to maintain good communication with the Superintendent/Property Manager during a winter storm event.

Superintendent/Property Manager: is responsible for the content contained in this procedure, for communicating instructions with the plowing contractor, and for directing all operational activities before, during, and after a winter storm event.

The Board of Managers: is responsible for the authorizing this procedure, and is accountable for its content. The Board of Managers is not responsible for communicating with the plowing contractor or directing any operational activities during a winter storm event.

#### **4.0 DEFINITIONS**

Ordinary Snowstorm: a regular fluffy snow from two (2) to twelve (12) inches.

Blizzard: the National Weather Service defines a blizzard as a severe snowstorm characterized by strong winds causing blowing snow that result in low visibilities. The difference between a blizzard and a snowstorm is the strength of the wind, not the amount of snow. To be a blizzard, a snowstorm must have sustained winds or frequent gusts greater than or equal to thirty five (35) mph with blowing or drifting snow which reduces visibility for a prolonged period of time – typically three hours or more.

Ice Storm: The National Weather Service defines an ice storm as a winter storm characterized by freezing rain, also known as a glaze event, which results in the accumulation of at least 0.25-inch of ice on exposed surfaces.

The Property: all three phases and main roadway of the Sunderland Woods Condominium which begins at the sign located just before the speed bump before the entrance to Phase I.

Car/Vehicle: used interchangeable throughout this procedure to define a two (2) or four

(4) door passenger class car or truck.

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**5.0 REFERENCED DOCUMENTS**

Sunderland Woods Fee and Fine Schedule – CO-SCH-0001

**6.0 PROCEDURE**

- ♥ Snow plowing officially begins when the plowing contractor drops his blade at the Sunderland Woods sign just before Phase I. Plowing generally begins at approximately two (2) inches, sooner if ice is involved, to be determined by the Superintendent/Property Manager.
- ♥ Please keep in mind that our plowing contractor has other properties to maintain besides ours. His only focus while the snow is falling is to keep his customers' roadways open for emergency vehicles and for residents to get to and from work.
- ♥ Cleanup of the parking spaces will take place only after the storm ends, and for reasons of safety will be done during daylight hours only (between the hours of 8:00 a.m. and 5:00 p.m.).
- ♥ The cleanup of spaces, done on a rotational basis each storm, is authorized at the discretion of the Superintendent/Property Manager, but will generally be authorized at approximately two (2) inches of snow based on conditions/observations.
- ♥ Each phase needs to be patient and wait their turn for cleanup. ♥ Please remember that the cleanup of spaces require you to move your vehicle twice each storm. Failure to move your vehicle in accordance with this procedure will result in a violation notice and fine as listed in the Fee and Fine Schedule.

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**6.1 PHASE I (UNITS 1-24):**

Before plowing begins, which will vary with each winter storm event, please move your vehicle to a visitor parking space along the pool area, the visitor parking spaces directly across from the pool area, or the visitor parking spaces directly across from building D.

At the conclusion of the storm the plowing contractor will clean up the parking spaces along buildings A, B, C, and D.

Once the plowing contractor has finished the cleanup, you must move your vehicle to your regular (numbered) parking space within 10 minutes so that the visitor parking spaces along the pool area, across from the pool area, and across from building D can be cleaned.

**6.2 PHASE II (UNITS 25-54):**

Before plowing begins, which will vary with each winter storm event, please move your vehicle to a visitor parking space around the center island, to the right of the rubbish dumpster, or to the visitor parking spaces to the right of building E.

At the conclusion of the storm the plowing contractor will clean up the parking spaces along buildings E, F, G, H, and I.

Once the plowing contractor has finished the cleanup, you must move your vehicle back to your regular (numbered) parking space within 10 minutes so that the spaces along center island, to the right of the rubbish dumpster, and the visitor spaces to the right of building E can be cleaned.

NOTE: The three (3) parking spaces at the opposite end of the rubbish dumpster should remain open during a winter storm event so that the plowing contractor has a place to drop snow on the grassy area if necessary.

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**6.3 PHASE III-A (UNITS 55-72):**

At the conclusion of the storm and after the roadway has been cleared the plowing contractor will sound his horn along buildings J, K, and L. This will be done separately from Buildings M, N, O, and P because there is not enough room for all Phase III residents to park on the roadway at the same time. **Do not park on the main roadway overnight.**

When you hear the plowing contractors' horn at your section you must immediately move your vehicle to the section of the main roadway that runs along Phase III. Park only on the same side of the roadway as the rubbish dumpster. **Do not, under any circumstances, park on the building side of the roadway.** Doing so will impede emergency vehicles and the plowing contractor from getting to the buildings.

Once your regular (numbered) parking space has been cleaned you must immediately move your vehicle off the roadway back to your regular parking space.

**6.4 PHASE III-B (UNITS 73-96):**

At the conclusion of the storm and after the roadway has been cleared the

plowing contractor will sound his horn along buildings M, N, O, and P. This will be done separately from Buildings J, K, and L because there is not enough room for all Phase III residents to park on the roadway at the same time. **Do not park on the main roadway overnight.**

When you hear the plowing contractors' horn at your section, you must immediately move your vehicle to the section of the main roadway that runs along Phase III. Park only on the same side of the roadway as the rubbish dumpster. **Do not, under any circumstances, park on the building side of the roadway.** Doing so will impede emergency vehicles and the plowing contractor from getting to the buildings.

Once your regular (numbered) parking space has been cleaned you must immediately move your vehicle back to your regular (numbered) parking space.

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NOTE: The two (2) visitor parking spaces to the right of building P should remain open during a winter storm event so that the plowing contractor has a place to drop snow on the grassy area if necessary.

**6.5 ADDITIONAL INFORMATION:**

- ♥ If you park your car so that it is closer to the roadway as opposed to the curb, you will find less snow accumulates next to your car from roadway plowing activities.
- ♥ The plowing contractor will use his blade as close to your car as possible to help with the clearing of snow next to your car.
- ♥ Please be helpful and ring your neighbors' buzzer if you see he or she has not come out to move their car for cleanup.

**7.0 ATTACHMENTS**

Not Applicable

