

SNOW REMOVAL

Procedure Number	001	Version 002
Submitted by:	MIKE JOSEPH	
Approved by:	HOA BOARD	ROB NICHOLS, Pres.
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PURPOSE:

This Operating Procedure provides the specific steps to fulfill a responsibility of the HOA as identified in the below referenced Article. It provides the steps to efficiently remove snow facilitating and maintaining efficient and continued traffic flow and safety. Additional provisions are included to provide timely and appropriate information and status regarding the road conditions and procedural progress to homeowners.

REFERENCE:

1. Article II, Montreux Home Owners Association, Section 1., sub-paragraph a.
2. [WEB PAGE: Montreux Documentation Download](#)

RESPONSIBILITY:

1. On duty Security Staff and Management; Determine need for removal, contact snow removal crews and notify Property Manager when required.
2. Property Manager and/or Board President; Inspect and release.

MATERIALS:

1. Sufficient contractor supplied equipment to complete the job in a reasonable time and an efficient manner.
2. Sand.
3. Web Site access.

FORMS and WEB PAGES:

1. [WEB PAGE: Montreux Security: Present Conditions and Information](#)

CONTACTS *(not in procedural order):*

	Name	Phone	email address
<i>Snow Removal Contact</i>			
<i>Property Manger</i>	Mike Joseph		
<i>On duty Security Management.</i>	Pete Christoffersen Director of Security	849-9780	
<i>Contractors</i>			

Special Provisions and Guidelines:

1. *None Required as of this Version.*

