

To: All Members of Westlake Townhomes

From: The Board of Directors

Date: November 1, 2023

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The November Board of Directors meeting will take place on the 15<sup>th</sup> of November at 7pm in the lounge of the clubhouse. All members are welcome to attend. The lounge is set up in a way that social distancing can be achieved.

The weather continues to turn cooler, and snow is just around the corner. The Board of Directors has approved Premier Landscape Services to handle the task of snow removal this winter. This will be Premier's third year plowing for us. Please take time to read the snow removal guidelines. Please remember, if you have a vehicle parked in your driveway and the bobcat operator does not feel he can plow next to the vehicle, they will pass over that driveway until the vehicle is moved. The last thing we want to see is the plow hitting a vehicle in the driveway. Please also remember, if you have landscaping lights or decorations along walkways or driveways, please remove them before the snow flies. The crews cannot see these lights and decorations and normally if not moved, they will be damaged.

Jim for J&L continues to clean gutters as the leaves drop from the trees. Remember, the crews move around and clean buildings when all the trees around that building have finished dropping leaves. Normally the gutter cleaning project is complete by the end of November, weather permitting. Work orders can be submitted to have rear garage gutters cleaned as needed. Front garage gutters are the homeowner's responsibility to have cleaned as they were not per original design. You may contact Jim from J&L at 331-999-5513 for an estimate on front garage gutter cleaning.

Please remember that setting fires or the burning of materials in the common area or lots is prohibited under the association rules and regulations.

If you have a private flower bed that you do not want the landscape crew to service, please place a red reflector in front of the area. This alerts the crews not to service that area.

Just a reminder that the clubhouse is not available to rent for a party on a holiday. This includes Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. Time slots continue to book up quickly, so if you are planning party, please call and check for availability.

Have a Happy Thanksgiving!

# Snow Removal 2023/2024

Please review the following snow removal guidelines.

The snow removal contract calls for plowing, clearing of driveways, walks and front stoops after a two inch snow fall. ***Please note we do not clear private patios or decks.***

Any snow fall resulting in an accumulation of less than two inches will be the responsibility of the homeowner to remove if so desired.

The Association does not provide, not authorize the contractor to apply salt or any type of de-icer. Again, this will be up to each individual homeowner.

After the association has completed snow removal on the streets, the Village of Bloomingdale will salt the streets according to their standards.

The clubhouse parking lot and offsite parking areas are some of the first to be cleared. Please move vehicles to these areas after they are plowed to allow for driveways to be completed safely.

The clearing of driveways is a time consuming operation and with 501 units it is obvious that not everyone can be done first. If for some reason your driveway is missed and the rest of the block is complete and no cars were in your driveway, please call the office and leave your name and address so we can direct crews accordingly. The same applies for the walk crews. If your walkway or stoop was missed, please let us know.

Please note that if the snow removal contractor does not feel comfortable plowing a portion of a driveway that has a vehicle in it, they have the right to wait until the vehicle is moved out of the driveway to complete snow removal operations.

When calling the clubhouse, please make sure to leave your address. We often have messages, but we do not have an address.

If you have lawn ornaments or lighting along the edge of your driveway or walkway, please make sure you remove these items. The crews cannot see these many times and they end up damaged.

Finally, please be patient. The Manager, The Board of Directors and the Contractor work hand in hand during a snow removal event. If you need to call and report an area that has been missed, please do so in a kind and courteous way. The office staff will note your call and alert the contractor to the area that needs service. Yelling at the office staff will not get your snow removed any faster.

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