

Dear Community Members,

We hope this message finds you well. As winter approaches, we would like to clarify the roles and responsibilities regarding snow removal within our community.

Roles and Responsibilities

- **Homeowners:** Each homeowner is responsible for clearing the snow from their own driveway and sidewalks within 24 hours after a snowfall.
- **Community Volunteers:** Volunteers will assist with clearing public walkways and common areas, and any help is greatly appreciated.
- **Property Management:** The property management team will ensure that main roads and parking lots are adequately cleared and will work with contracted services for larger snow events.

Snow Removal Schedule

In case of heavy snowfall, please adhere to the following schedule:

- Light Snow (up to 3 inches): Clear within 24 hours.
- Moderate Snow (3-6 inches): Clear within 12 hours.
- Heavy Snow (6 inches and above): Immediate action is required, with updates provided via community email.

Contact Information

If you have any questions or would like to volunteer, please contact us at:

Email: community@example.com

Phone: (123) 456-7890

Thank you for your cooperation and assistance in keeping our community safe and accessible this winter!

Sincerely,

The Community Snow Removal Committee