



THREE PENCE BROOKE CONDOMINIUM ASSOCIATION
c/o U.B.E., INC.
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Date: November 22, 2011
To: All Three Pence Brooke Residents and Owners
From: The Three Pence Brooke Board of Directors
Reference: 2011- 2012 Snow Removal Procedures and Reminders

**IMPORTANT
INFORMATION
PLEASE READ**

As the 2011-2012 snow season approaches, we would like to remind existing residents and inform new residents of our snow removal procedures, so that snow removal and ice watch can be conducted as quickly and efficiently as possible with the least impact on the residents of Three Pence Brooke.

The most important issue at Three Pence Brooke is resident and guest safety. Please remember during the snow season, everyone should use extreme caution when walking within the community. We do not want anyone to get hurt. If you see any dangerous areas, please report them to UBE immediately.

Once snow accumulation reaches two inches or presents an overtly hazardous situation (i.e. – ice, extremely slippery roadway), T&J Landscaping, the snow removal company will commence plowing and salting the main thoroughfares in the community. Please note that there are no parking areas during a snow storm on Colonial Court and Shilling Way. Vehicles should be parked in parking spots and not on the roadways.

Snow will not be removed from sidewalks until all snow fall has ceased. Once the snow stops, the snow removal company will begin the process of shoveling and deicing, if necessary, all sidewalks in the community. Sidewalks will be completely shoveled within approximately four (4) hours after snow has stopped. Please do not call regarding sidewalk concerns, unless it is an emergency or more than four hours have passed.

Your sidewalks will not be shoveled first every time, but the snow removal company is conscious of beginning shoveling on a different road each storm. If you are not first one storm, they will do their best to begin on your court next time. In addition, depending on what time snowfall stops, the snow removal company will do everything possible to remove snow from the walkways before the high traffic times (morning, after work, etc.).

Shortly after the snow ceases, parking spaces will also be cleared of snow. **We will again employ the phone tree service to inform residents when parking spaces will be cleared of snow.** A message will be left by the contractor on the phone tree service and delivered to the phone number(s) of your choice to inform you 20-30 minutes before the parking spaces will be cleared. Please confirm with us that we have the correct contact telephone for your unit. Please contact Ned Coughlin of UBE via email at CoughlinN@U-B-E.com This will help get the word to residents more timely that their vehicles need to be moved. Phone calls will be made on a court-by-court basis depending on the schedule for parking space clearing. This is when your cooperation is essential. Since the Contractor plows snow side to side in the parking spaces, instead of up onto the sidewalks, it is imperative that everyone clear snow off their cars and move them out of the assigned and visitor parking spaces for the 5-10 minutes it takes the snow contractors to clear a set of parking spaces. Clearing parking stalls helps to eliminate re-icing conditions on the roadways and makes access to vehicles for you and your neighbors safe and trouble-free in the days following the storm. Since the majority of residents in the community cooperate by moving their cars, **anyone who does not move their vehicle will be fined \$25.00 per vehicle.**

Additionally, **if you are going away this winter for a weekend, a week, or even a day, please let us know**, so that we may make alternative arrangements for snow removal efforts. Snow does not stop while you are away, and likewise, neither do our snow removal efforts. We as a community have a responsibility to clear all of the snow from the parking areas and sidewalks. While you are away, we need to either set up alternate arrangements for the parking of your vehicles or at the very least know you are away, so that your car is not towed or you are not fined for not moving your vehicle. Please contact our manager, Ned Coughlin, if you know you will be vacationing during the snow season.

If you have any questions or require further clarification regarding the above information, please contact our Community Manager. Furthermore, if you have any concerns during a snowstorm, you may call UBE, Inc. at (732) 409-3991 and leave a message on the operator's extension (extension 10). UBE always monitors phone calls during snowstorms and will handle your concerns promptly.