

Windward Pointe Condominium Owners Association*
Winter Reminders

1. The Association's winter maintenance contractor, Gray Farm, will be plowing, shoveling and doing ice removal as appropriate during and/or after each storm. The Association's contract with Gray Farm requires snow removal if there is 2 inches or more. Depending on the weather forecast and other factors, Gray Farm may decide to clear the roads and driveways even though there is less than 2 inches of snow. Under these circumstances, our management company, Maine Properties, and the Board of Directors cannot predict what Gray Farm will decide to do when our contract does not strictly require snow removal. If the Board or Maine Properties is made aware of the contractor's plans, we will put out an email to homeowners regarding those plans.
2. If you have a car parked on the driveway in front of the garage door:
 - a) when a storm is predicted, please move your vehicle to the overflow parking area so your driveway can be plowed and taken care of properly.
 - b) once the snow is removed from your driveway, please move your car back to the driveway so the overflow parking areas can be cleared.
 - c) if you are going away and leaving a car outside, please make arrangements to have someone move the car for you when there is a snowstorm.
 - d) if you are going to be out of town for a day or longer and a snowstorm is predicted, please move your car from overflow parking into your empty garage so the overflow area can be cleared.
 - e) reminders will be placed on the windshield of cars left in the overflow parking areas.
3. For proper removal of snow from the driveway and walkway, please remove any urns, planters or other removable items from the pavement in front of the garage and walkway leading to the front. Please use the ice melt provided by the Association if you have ice on your walkway.
4. Sidewalks are not normally treated with salt except for the immediate area of the mailboxes. Please exercise caution in traversing these areas under icing conditions.
5. Fuel oil and propane tanks: Snow removal to allow for delivery of fuel oil and propane will be done on an "as needed" basis. If your delivery company notifies you that they cannot deliver fuel oil or propane to your tank, please notify Maine Properties and they will have it cleared so that delivery can be made to your unit.
6. Clearing snow and ice from propane heating unit outside vents is the responsibility of the owner. Arrangements should be made prior to the winter season to have these vents cleared of snow as needed. If for some reason the owner cannot maintain these areas, Maine Properties can be contacted to make arrangements at the owner's expense.

7. To prevent winter damage to the roof, gutters, and downspouts, the de-icing cable on the roof above the gutters should be turned on when there is snow or freezing rain forecast. The de-icing cable has a thermostat that will turn the cable on when the temperature is below 38° F and off when the temperature is above 48° F. This means the de-icing cable can be left on most of the time without adding significantly to your electric bill.
8. Snow accumulations on roof areas are quite often an area of concern. The developer has advised that all of our buildings are built to code and capable of supporting the normal snowfall for this area. Roof framing in new construction is far more robust than old code standards and roofs are built to withstand a New England winter. The lower front roofs have full coverage of ice and water shield and also have ice and water shield going up part of the wall as well. The roofs are built to withstand 70 lbs psf (pounds per square foot). The advice we have been receiving from experts is that if it isn't leaking don't touch it. On behalf of your Board of Directors, please do not take it upon yourself to rake snow from roofs nor to hire someone on your own to have this done. Doing so could damage the roofing shingles and/or the de-icing cables. If you have concerns or questions, please email Maine Properties and they will share them with your Board of Directors and we will do our best to respond to you in a timely fashion.
9. It is a very good idea to shut off the water to outside faucets for the winter. This can be done by shutting the valves leading to the front and back outside faucets. These valves are located in the cellar.
10. We have several owners who are absent from their units for an extended period of time (more than One week). The excerpt from our Rules and Regulations Section 24 apply in this case.
 - a) "24.) Seasonal Residents a.) Seasonal Residents are responsible for the security and safety of their unit. When off site for long durations, Unit Owners should make sure their unit is heated a minimum of 55 degrees and prepared for freezing weather and storms. b.) Weekly checks by a caretaker of your unoccupied condominium are required to prevent potential damage, i.e. pipe leaks which may also affect your roof-mates. c.) Seasonal residents shall leave their full contact information with the management company. In addition, they must provide their full contact information of their caretaker in the event that there is an emergency and entrance to a Unit becomes necessary. All Unit Owners are highly encouraged to switch keys with one or more trusted/responsible residents who can assist in gaining entrance to their unit in an emergency
 - b) Temperature controls are important if you are planning to be away for an extended time. Please set your thermostats at 55 degrees. It is also helpful to have a notification system or a "winterguard" light in your window connected to a system that will turn the light on when the temperature gets below 40 degrees. These can be purchased at the local hardware store for about \$25.00. That way a neighbor, or

someone going by, can call Maine Properties for action. Make sure you have given Maine Properties or a neighbor the key to your unit so the problem can be taken care of in your absence. It has been our experience that this early notification system has saved many freeze ups from becoming a disaster. If you go by and see a light on in a unit of someone who is away, please let Maine Properties know.

c) An Emergency Contact Form has been prepared for this purpose (See Page 4/4).

11. It is strongly suggested that the batteries in all smoke/carbon monoxide detectors be replaced or checked prior to extended absence. The front vents on these detectors should also be vacuum cleaned. Dust or dirt reaching the sensing unit can cause the alarm to sound.

a) Please note that the wall mounted thermostats are also battery operated and need to be checked. Battery failure could lead to thermostat malfunction.

If anyone has questions or needs assistance with any of the above, you may contact:

Maine Properties at: 207-883-3753 email: deb@mepropllc.com

Board of Directors: email windwardpt44@gmail.com

*Although this document is entitled "Winter Reminders" many of the items listed above also apply year around, especially the provisions dealing with Seasonal Occupancy and Emergency Contact Info.