

MEMORANDUM

TO: Owners and Residents located at The Garrison Condominiums
FROM: S.S. Maguire Management and Board of Directors at The Garrison
Condos
DATE: October 28, 2016
RE: Winter Parking and Removal of Snow from Parking Spaces

PROCEDURE FOR FINAL SNOW CLEAN-UP of PARKING AREAS

S.S. Maguire Management and the Board of Directors at The Garrison Condominiums would like to re-introduce the process with regards to the clearing of the individual parking spaces during the final clean up (once a snow storm has concluded). **You are still encouraged to move your vehicle during the storm snow removal process as in previous years.**

FINAL SNOW CLEAN UP will begin at 10 a.m. following the conclusion of the snow storm removal process. Final cleanup of parking areas will take place in the following order:

Zone 1: Parking spaces 1-10

Zone 2: Parking spaces 11-19 including visitor spaces in that zone

Zone 3: Parking spaces 20-31 including visitor spaces in that zone

Zone 4: Parking spaces 32 - 48 including visitor space in that zone

Zone 5: Parking spaces 49 - 62 including visitor spaces in that zone

If you do not relocate your vehicle during the final clean-up and it impedes final clean up, your vehicle will be towed at your expense and fines may be assessed. Please consider this memo your warning letter.

Please move all vehicles related to your unit a few minutes prior to the contractor getting to your zone. **It is your responsibility to be attentive to see where the snow removal contractor is working and to move your vehicle at the appropriate time.**

If you are planning a vacation or are away from the unit when a snow storm occurs, please anticipate and leave your keys with a neighbor or family member so they can relocate your vehicle for you or park your car off premises.

S.S. Maguire Management and Board of Directors would like to thank everyone for following this procedure. We will continue to evaluate the effectiveness of this procedure and make any improvements as needed. It is the cooperation of everyone that makes The

Garrison Condos a great place to live! If you have any questions, please do not hesitate to call the S.S. Maguire Management at 603.868.1262 or email Steve Miller at steve@maguiremanagement.com.