

Dear Unit Owners:

The Board would like to call your attention to a few reminders below as we begin our final approach to the New Year.

➤ **Vine Brook Entrance to Mary Cumming's Park**

- ❖ Before the snowfall, Steve Judd and Dick Clarke cleared the path at Vine Brook Way entrance to Mary Cumming's Park. That entrance was overgrown with weeds and brush and is now open for easy access to the walking paths. Thank you to Steve and Dick for their great efforts!

➤ **Snow Procedures and Parking Requirements**

Section 4.3 in Unit Owner's Handbook

(Only excerpts, please read full contents for complete instructions)

- ❖ The snow removal contractor is responsible for clearing all main roadways, parking areas, driveways and walkways and applying sand as necessary throughout the season.
- ❖ The contractor will attempt to vary the starting point for plowing of the driveways and sidewalks, but this practice is not always possible.
- ❖ Please do not ask the plow operators to interrupt the process to clear your driveway or walk.
- ❖ If there is an emergency, which requires your unit to be cleared, please contact the Management Company, and a message will be dispatched to the contractor.
- ❖ Special attention is paid to sanding problem areas such as the hills on the main road and the road to Michael's Green, Kendall's Mill and to Vine Brook Way.
- ❖ During snowy weather, please make sure your vehicle is in the garage or moved to a cleared area. Contractor will clear visitor spaces as early as possible for this purpose.
- ❖ Please clear any snow from your vehicle before moving to a plowed area. You may also plan ahead and leave your vehicle at the pool parking lot if that option is more convenient.

➤ **General Parking**

3.2, 3.4, 3.5 Parking Procedures in Unit Owner's Handbook

(Only excerpts, please read full contents for complete instructions)

- ❖ Every unit owner has **two deeded parking spaces**: an assigned carport or attached garage and the driveway just outside the carport or garage.
- ❖ In addition, each cluster has parking spaces for guests and repair and maintenance contractors hired by Unit Owners.
- ❖ Unit Owners are not allowed to park their vehicles in the guest parking areas, except during snow plowing or other short-term events.

- ❖ Guest parking is permitted in those spaces overnight, but is limited to two weeks.
- ❖ Monthly parking rental spaces are available for \$15 per month per vehicle.

➤ **Firewood Storage**

4.5 Firewood Storage in Unit Owner's Handbook

- ❖ Firewood may be stored **outside the unit**.
- ❖ It must be placed at least **10 inches** from the building, outside garage walls, or outside carport walls.
- ❖ The wood should be stacked neatly, should not be placed directly on the ground or block entryways.
- ❖ **No firewood can be stored in the garages or carports**

➤ **Monthly Board of Trustee Meetings**

- ❖ The Board of Trustees meets monthly with the Portfolio Manager, the Maintenance Technician, and the Financial Consultant to review and conduct the business of the Trust.
- ❖ Board meetings are routinely held on the first Wednesday of every month starting at 3:00 p.m. until 5:00 p.m.
- ❖ Occasionally there are instances when the date or time of the monthly meetings needs to change to accommodate scheduling conflicts. The Board will make every effort to advise the unit owners when those changes are necessary.
- ❖ Any Unit Owner who wishes to attend and address the Board is to contact TDG two weeks prior to a monthly meeting to place their particular issue(s) on the agenda.
- ❖ Any Unit Owner who wishes to sit in on a Board meeting is welcome to do so, but only as an observer and not as a participant. It is recommended that TDG be contacted one week before the meeting to advise the Board of the attendance request.

➤ **Master Insurance Policy Renewal**

- ❖ The Board is working with our HUB insurance agent to conduct the annual review of the master policies.
- ❖ There will **not** be a deductible increase this year and the deductible will remain at \$10,000.
- ❖ The Board will advise unit owners if there are any changes to the policies before the new policies become effective on January 23, 2016.

➤ **Work Orders**

- ❖ The Board is reviewing various approval procedures in an attempt to streamline the process.

- ❖ In order to assist with this process, we are requesting that, effective January 1, 2016, all maintenance requests be entered through the Work Order system on the [mydartmouthgroup.com website](http://mydartmouthgroup.com).
- ❖ Angela Lotito will continue to be available to accept phone work orders, but Management has advised us that she is inundated with maintenance requests which could easily be submitted through the Work Order system. It is the Board's expectation that unit owners will fully comply with this request.
- ❖ Work Orders include common area issues as well as issues outside of the units. If possible, it would be helpful to include pictures of the issues of concern.

Thank you for taking the time to review these reminders and continue to familiarize yourselves with the condominium documents and the Unit Owner's Handbook.

Wishing you all a safe and happy New Year.

BOT