

MODEL LETTER

Remind Residents of Hazardous Winter Conditions

If you clean up ice and snow on your property, here's a letter you can adapt to send to residents advising them of winter weather hazards. Check with your attorney about using a similar letter at your site.

Dear Resident:

Winter is here and we're writing to remind you to take extra precautions at this time of year to avoid slipping on snow and ice. We try to make living here comfortable for you and to remove snow and ice hazards. But it's impossible for us to remove all hazards and to guarantee your safety. So we ask that you be very careful during snowy or icy weather.

Here are some guidelines to help you avoid injury:

- ◆ Stay indoors if possible when you see snow and ice accumulations.
- ◆ If a snow or ice storm strikes during the night, try to alter your morning schedule. If possible, don't hurry out before plowing has been completed.
- ◆ Be extra alert for and extremely careful of "black ice." This is a thin layer of invisible ice that can form on concrete. You might think that the sidewalk is clear, step on black ice, and slip. In particular, check for ice before walking on the pavement in the morning if you see snow on the ground or know there was precipitation and the temperature was near or below freezing during the night.
- ◆ Walk slowly and hold onto railings when walking in icy weather.
- ◆ *[Insert your site's parking policy in snow conditions, e.g.: We may ask you to move your car during a snowstorm so we can plow the entire lot.]*

Please let us know if we can be of any assistance or answer any questions.

We wish you a safe winter.

Yours truly,
Jane Smith, Site Manager