



**GLEN OAKS MASTER CONDOMINIUM ASSOCIATION, INC.**

**C/O WESTFORD REAL ESTATE MANAGEMENT, LLC**

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[www.westfordmgt.com](http://www.westfordmgt.com)

To: Unit Owners & Residents

From: Board of Directors  
Westford Real Estate Management, LLC

Date: November 26, 2024

**Re: TOWING AND WINTER SNOW REMOVAL POLICIES AND PROCEDURES**

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1. There is absolutely no parking in fire lanes at any time of year. Vehicles parked in fire lanes **will be towed without notice** at the vehicle owner's expense.
2. Improperly parked vehicles and/or inoperable vehicles **will be towed without notice** at the vehicle owner's expense.
3. **DURING SNOWSTORMS, THERE IS ABSOLUTELY NO PARKING ON COTTONWOOD AND CYPRESS ROADS!** Parking on the roads impedes the contractor's ability to clear the roadways. Any vehicle parked on Cypress or Cottonwood Road during a storm **will be towed** at the vehicle owner's expense.
4. If you are unavailable to move your vehicle during lot plowing, it is your responsibility to plan ahead to allow the contractor to clear the spaces. Vehicles not moved or moved to the roads too early are **subject to towing** at the vehicle owner's expense. Clubhouse parking is for clubhouse rentals and contractors. Unit owners or residents parking there **will be towed**.
5. The contractor is responsible for clearing the main roads, parking lots, driveways, established walkways, dumpsters, mailboxes and fire hydrants. During a storm, the contractor is required to keep the main roads open and to clear a path through each parking lot for the entry and exit of vehicles.
6. It could be several hours after a large storm before your lot is cleared. The contractor must plow our 2 main roads, 4 individual driveways, and 22 parking lots with nearly 1,000 parking spaces spread out over our 55 acre complex.
7. **DO NOT MOVE YOUR VEHICLE(S) ONTO COTTONWOOD OR CYPRESS ROAD UNTIL YOU RECEIVE A TEXT MESSAGE OR THE CONTRACTOR SOUNDS THEIR HORN.**
8. Those who move their vehicle(s) too early or leave them parked along the roads for hours tie up available parking which prevents others from moving their vehicles to the roads so that the contractor can clear other lots. Your vehicle(s) must be moved back to your assigned space(s) promptly after your lot has been cleared. Violators **will be towed** at the vehicle owner's expense.
9. You may see the contractor on site at all hours. However, no one will be asked to move their vehicle(s) from their assigned spaces after 6:00 PM or before 8:00 AM.
10. After the roads, parking lots, driveways and sidewalks have been cleared, then the contractor will clear mailboxes, dumpsters, and fire hydrant areas.
11. Do not create paths across the lawns as they will not be maintained. If you use such a path, you do so at your own risk of injury and the Association will not be held responsible for your use. No resident shall request additional snow removal.
12. Each resident is responsible to clear their own steps and decks.
13. Please do not confront the contractor who has been instructed to call Newington Police should any resident intentionally impede their ability to work or threaten them in any way.
14. All concerns should be directed to Westford Real Estate Management, 860-528-2885 option 1  
[GlenOaksMaster@westfordmgt.com](mailto:GlenOaksMaster@westfordmgt.com)
15. If your vehicle is towed, please contact D & L Towing at 860-828-3186.

**\*\*Magic Salt is used by the contractor, which is environmentally and pet friendly\*\***

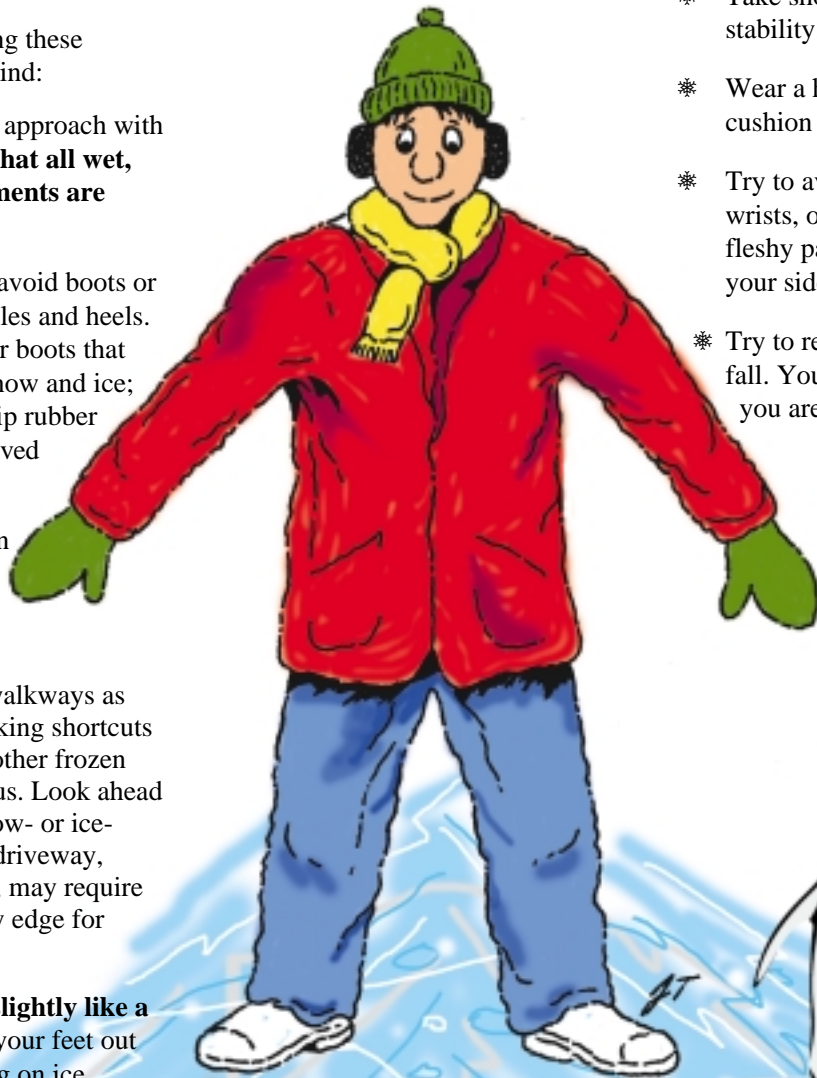
**W**alking to and from parking lots or between buildings at work during the winter requires special attention to avoid slipping and falling. Slips and falls are some of the most frequent types of injuries that IWIF sees – especially during the winter months.

No matter how well the snow and ice is removed from parking lots or sidewalks, your employees will still encounter some slippery surfaces when walking outdoors in the winter. It is important for everyone to be constantly aware of these dangers and to learn to walk safely on ice and slippery surfaces.

IWIF recommends keeping these important safety tips in mind:

- \* In cold temperatures, approach with caution and **assume that all wet, dark areas on pavements are slippery and icy.**
- \* During bad weather, avoid boots or shoes with smooth soles and heels. Instead, wear shoes or boots that provide traction on snow and ice; boots made of non-slip rubber or neoprene with grooved soles are best.
- \* Use special care when entering and exiting vehicles; use the vehicle for support.
- \* Walk in designated walkways as much as possible. Taking shortcuts over snow piles and other frozen areas can be hazardous. Look ahead when you walk; a snow- or ice-covered sidewalk or driveway, especially if on a hill, may require travel along its grassy edge for traction.
- \* **Point your feet out slightly like a penguin!** Spreading your feet out slightly while walking on ice increases your center of gravity.

## Walking Safely Like a Penguin in a Winter Workplace Wonderland



- \* Bend slightly and walk flat-footed with your center of gravity directly over the feet as much as possible.
- \* Extend your arms out to your sides to maintain balance.
- \* **Keep your hands out of your pockets.** Hands in your pockets while walking decreases your center of gravity and balance. You can help break your fall with your hands free if you do start to slip.
- \* Watch where you are stepping and ... *GO S-L-O-W-L-Y!!*
- \* Take short steps or shuffle for stability.
- \* Wear a heavy, bulky coat that will cushion you if you should fall.
- \* Try to avoid landing on your knees, wrists, or spine. Try to fall on a fleshy part of your body, such as your side.
- \* Try to relax your muscles if you fall. You'll injure yourself less if you are relaxed.

I think he's got it!

Do the Penguin Shuffle