

EXHIBIT L

UP-DATED SNOW REMOVAL REMINDER NOTICE – PLEASE READ!

Date: November 23, 2009

To: **All Homeowners and Tenants Residing in the Unit**

From: David J. Valenti, CPM, Managing Agent

Re: **Winter Issues, Winter Tips, Snow Removal Policy**

Enclosed please find our annual up-dated reminder notice relating to winter issues, winter tips and our snow removal policy, submitted annually to all homeowners and tenants residing in the unit. Outlined in the snow removal policy is the snow removal procedure, resident responsibilities, and Town of Salina ordinance relating to parking on Grenadier Drive and Cameco Circle throughout the winter months.

The Board of Managers requests the cooperation of all homeowners and tenants residing in the unit that you are responsible for the maintenance to your step during the winter months.

The New Grenadier Village Condominium I does not remove icicles, as this creates a danger to the contractor. Vehicle parking directly under overhanging icicles could be a hazard for your vehicle, especially during times of meltdown.

As a reminder, the Board of Managers recommends to all residents who will be leaving their home between December 1st and April 1st, for any extended period of time (at least 2-3 weeks), that you make the necessary arrangements to properly winterize your home during the winter months and notify the Managing Agent prior to leaving. It is recommended that you have the water shut off to your Home in the event that a plumbing failure takes place in your absence. Your heat must always remain on, so that the temperature in your home is never less than 60 degrees Fahrenheit. In the event that you are away for the entire winter, you should winterize your home. Please register your absence with the Management Office.

WINTER ISSUES, TIPS, REMINDERS

WINTER ISSUES: **(1) Heat:** Residents are required to maintain sufficient heat to keep the pipes from freezing, which is a minimum of 60 degrees. Alternate heating devices, i.e., kerosene heaters, are not allowed. **(2) Extended Resident Absences:** Residents leaving for an extended period of time must notify the Management Office so we may have a record of your absence **(3) Parking:** During the winter months, residents who park their vehicles in the open parking lots must move their vehicles from the parking area as needed for snow removal. Refer to our snow removal policy handout. **Cooperation must be given to the snow removal contractor when required.**

WINTER TIPS: **(1) Check outside faucets.** Make sure all outside hoses are disconnected from outside faucets; shut off and drain all outside faucets. **(2) Eliminate drafts.** Make sure that all windows and doors near waterlines are tightly closed; caulk around pipes where they enter the home. **(3) Insulate garage ductwork.** The ductwork in your garage may be insulated and will serve as an energy saving improvement. **(4) If your pipes freeze** – locate your home's main shut-off valve. If your water lines have broken or split, you will need to shut-off your water quickly when the line thaws. If you are unable to locate the main shut-off or if it won't operate, you must contract a plumbing contractor. Frozen pipes will require service to be performed by a contractor immediately. **(5) Dryer vents.** Laundry equipment requires annual maintenance, particularly your dryer, to prevent a fire hazard. Your dryer has a vent hose assembled in the back of your dryer, which extends to the outside. Your vent hose should be removed by unfastening the clamps at the dryer and at the building connection, and the hose should be cleaned out. In addition, where the hose connects to the dryer and at the building, you must reach in and clean out lint that may block air flow. **Please take the time to perform this maintenance. Your dryer must be vented at all times.** **(6) Furnaces.** All heating equipment should be maintained annually. Filters should be changed four times a year. When replacing furnace filters, it would be a good idea to have extras on hand for the next time this maintenance is required.

NOTES REGARDING SERVICES: **Trash containers and recyclables** must be stored within your home. Our trash hauler may pick up our trash as early as 7:00am every Tuesday, therefore, we recommend placing your trash and recyclables on the curb on Monday evening, after 6:00pm. Please return your trash containers and recycling bins back within your Home by 6:00pm on the day of pick up. Everyone's cooperation with this policy is appreciated. Please recycle – it's the law! Recycling handouts are available in the Management Office if you have any questions relating to the specifics of recyclable items.

NEW GRENADIER VILLAGE CONDOMINIUM I

SNOW REMOVAL POLICY

East Coast Properties has been contracted to perform **only** snow removal service within in the parking areas of the common area for New Grenadier Village Condominium I. Please review the following guidelines that we request that you adhere to throughout the winter season. Your cooperation with these procedures will assist our snow removal crew in providing the best possible service.

SNOW REMOVAL PROCEDURE

The condominium responsibility requires that we contract to remove snow **only** from the townhome parking areas within the common elements, including the private road at Grenadier Drive (301-314). The Town of Salina is responsible for snow removal on Grenadier Drive and Cameco Circle.

1. A minimum of 3" of snow must accumulate before snow will be removed.
 2. Plowing will normally be done between the hours of 9:00am-5:00pm. We attempt to clear all driveway entry areas before 9:00am; however; plowing of individual driveways does not begin until after 9:00am.
3. In the event 6" or more of snow falls during the night, snow removal will begin earlier at which time we will focus on opening up the entryway areas of your driveway only. We will then complete the driveway plowing during the day.
4. The snow removal begins approximately 4 feet from your garage door, as well as from your front entry step, so that homeowner improvements are not damaged.
5. The snow removal procedure will start and end in 3 different rotating cycles throughout the property, which will be utilized so that preferential treatment is not given to any one area throughout the snow removal season.
6. Contractor is not responsible for removal of snow from driveways that are obstructed by parked vehicles.
7. **Snow Emergencies**: In the event of very adverse weather conditions, the Condominium may declare a temporary snow emergency and direct the contractor to temporarily halt the driveway snow removal, in an effort to provide emergency ingress and egress throughout the property.

RESIDENT RESPONSIBILITIES

1. Vehicles must be removed from the driveway **BEFORE** the plow reaches your cluster building. Resident cooperation in removing your vehicles is imperative due to the limited area in which the contractor has to push snow. In the event your vehicle is not moved at such time the contractor gets to your cluster area to remove snow, your driveway will not be plowed because the contract does not provide for a call-back service.
2. During the snow removal procedure, we recommend that you temporarily park along Grenadier Drive and Cameco Circle in those areas where the contractor is not working. Section 301-314 - do not park in the private drive while snow

removal is taking place in your area as the private drive is the responsibility of the contractor for snow removal. **It is recommended that you remain in your vehicle while the snow removal procedure in your driveway is taking place and you may sit in the driveway of another cluster that has been completed.**

SPECIAL NOTICE

Steps are not a Common Element, therefore, maintenance is the responsibility of the homeowner or the tenant residing in the unit.

The Board of Managers requests that all residents make an effort to shovel the snow from their steps. The snow may be shoveled to the driveway, where the snow removal contractor will then remove it to an appropriate area.

1. **LANDSCAPING:** Personally landscaped areas alongside your driveways or front steps must be identified by a stake, painted red or flagged at the top, in order to avoid plow damage. It is your responsibility to mark these areas. The Condominium will mark all the Common Area planting beds located in your driveway areas.
2. Do not permit children to play in the vicinity of areas where snow removal is taking place.
3. Continue to pick up your pet wastes.

TOWN OF SALINA PARKING ORDINANCE

The Town of Salina plows the main road, normally completing this before 9:00am and returning later in the day for any necessary follow-up. The Town Ordinance for parking during the winter months prohibits parking on the street; any vehicles in violation of this ordinance will be ticketed and towed by the Town. You may only park on the street for the 15 to 20 minute duration while your driveway is being plowed.