

Highlands' Newsletter

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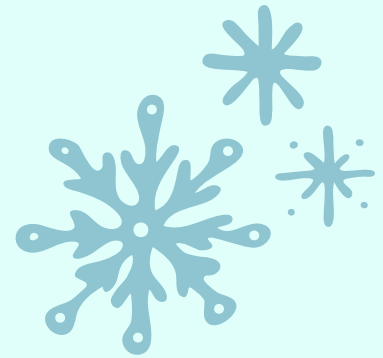
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JANUARY



January is the first month of the Gregorian calendar, it arrives fresh with the promise of a brand-new year. It's a time for new beginnings, resolutions, and hopeful anticipation of what the year ahead might bring. If you were born in January, your birthstone is the garnet. Although most commonly known for its deep red color, garnets can come in a range of colors, symbolizing a variety of qualities like faith, love and constancy. The garnet is believed to bring peace, prosperity, and health to the wearer's life. January is known to be coldest month in the Northern Hemisphere and the warmest in the Southern. January is a month for a new start, dreaming big, and achieving new goals .

Happy New Year!



Maintenance

Close Those Curtains

Want to keep the heating bill down this winter? Keeping curtains closed as much as possible helps to insulate those chilly window panes.



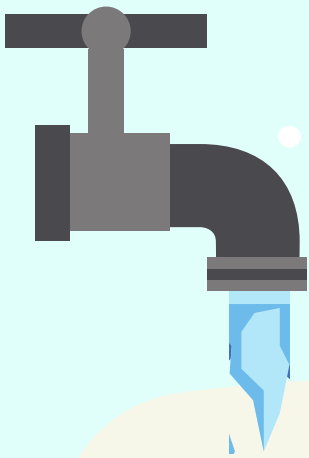
Outdoor Dog Cables

Do not place dog leashes, cables, or tethers under the door to the outside. This will damage the door weatherstrip and will let in the frosty winter air.



Don't Let Your Hose FREEZE

As it gets colder and colder, any hoses left attached to the townhome will freeze. This can damage your hose, spigot, and basement pipes. Please unhook your hose, if you haven't already, to avoid this.



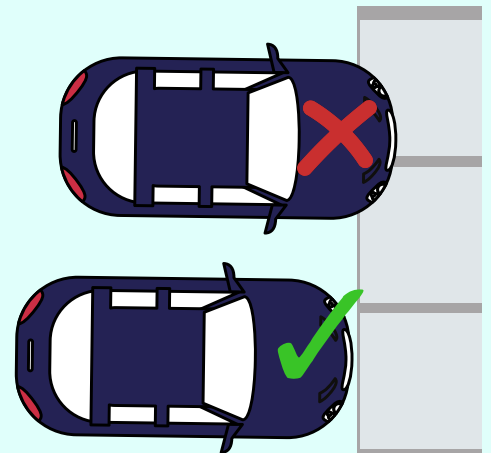


Keep an eye on the Highlands' GroupCast for important announcements
Please check your voicemail before calling the office

Car Bumpers Blocking the Sidewalk

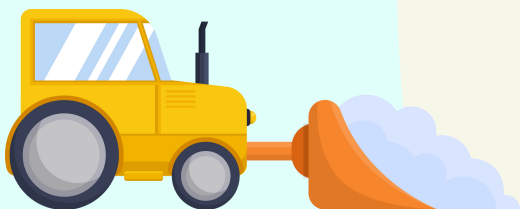
Car bumpers can cause major issues while clearing snow off of the sidewalks.

Please keep the bumper of your vehicle(s) completely off the sidewalks, so the grounds team is able to fully clear the sidewalks. Otherwise, they can't clear the snow properly – creating slip hazards.



Snow is coming

Make sure you review the snow removal procedure attached to prevent any possible fines.





Notification for Parking Space Plowing



SNOW REMOVAL

With the snow season here, we will do everything in our power to maintain the snow plowing service as we have in the past. Due to the change in employees over the last year you may see delays in the amount of time to clear the parking spaces, until they get comfortable with the process.

We will be using the automated message system (alert) to keep you informed of our plans for removal of the snow for the parking spaces only. An alert will be sent each morning by 8:00 am when conditions may warrant the clearing of the parking spaces.

- It is very important that you listen to your messages for instructions. Please do not call the Office. Several different messages may have been sent and we would not know which one you received.
- If you are not expecting a call from the Office, you can let the call go to voice mail that way you can retrieve it and replay it if necessary.

Snow removal procedure

- The parking spaces may not be done the same day as the centers are done. All parking lots may not have the spaces cleared the same day. It may take two days to clear parking spaces in all 19 parking lots.
- You will not be asked to move your vehicles out of the parking until we are ready to clear the spaces.
- You will receive an alert when it is time to move your vehicle from the parking lot. We will blow the horn as your last notice to remove your vehicle before the plow truck arrives. Once the plow truck enters your parking lot, fines will be assessed for any vehicles still in the parking lot.
- Once all the vehicles have been removed from the parking lot, a cone will be placed in the middle of the entrance. Do not enter until the cone has been removed. If the plow truck or salt truck arrives and you are in the parking lot you will be fined.
- It is suggested that you clean your vehicle earlier in the day to prepare for the notice to move your vehicle. This will help the process move quicker. Members still clearing off their vehicles when the plow truck arrives will be fined.
- Once your parking lot has been cleared you will receive another alert letting you know you can bring your vehicle back in to the parking lot. We ask that you do bring your vehicle in to make room for other Members that need to move their vehicle out of their parking lot.
- Please be aware that if you move your vehicle before you receive an alert, we may not get to the clearing of the parking spaces in your parking lot that day.
- If there are no vehicles in your parking lot and you have not received an alert to move your vehicle, call the Office and we will make your parking lot the next priority.

Vehicles without parking stickers will be towed without notice even if parked in an assigned parking space. **NO EXCEPTIONS.**