



# Brookside Meadows Winter Procedures

To better serve the community during the harsh Dutchess County Winters, we would like to remind you of our winter procedures for the Brookside Meadows Community.

While unexpected circumstances will come up, these are just a guide and directed to make the winter easier on everyone.

Everyone working together through the winter and all year is essential to make things run smoothly.

We thank you for your cooperation.

## Office Contact Information

Office: 845-635-2600 or [office@brooksidemeadows.com](mailto:office@brooksidemeadows.com)

Hours: Monday 8am-4pm, Tuesday-Friday 8:30am-4:30pm, Saturday 9am-3pm

**Please Note: All Emergencies are to be called in; email is not monitored after hours.**

Organization

To keep you informed during and after a storm we will update our Facebook Page and send you an email.

# Let's get ready for winter...



## VEHICLE'S

**Please make sure your vehicle is registered at the office.**

In the event we need to notify you to relocate your vehicle during a storm, please make sure all of your contact information is current at the office.

If your vehicle needs to be moved and we are unable to contact you, your vehicle will be towed at your expense.

If you are away, please let the office know and keep a spare set of keys in your unit.



## PARKING LOT /GROUNDS

Please be cautious when driving and stopping in the community. Road surfaces will be slick, leave yourself ample time and distance.

Please be cautious while walking. Ice can accumulate on roads and pathways. Always leave yourself a few extra minutes when leaving your unit.

Please continue to clean up after your pet(s) while outside. If you have a visiting dog, please alert the office to learn about the proper protocol. While walking your pet, please be courteous of your neighbors and keep a respectful distance from their windows and doors.

For the safety of the community, please use extra caution while driving through the community and obey the stop signs.

**Please remove bicycles, plants or decorations from entryways to facilitate the clearing of snow. If not removed, maintenance will remove these items.**

Gates will remain open during a storm.

## UNIT'S

For better efficiency, keep your thermostat set at one temperature to keep your unit 's internal temperature consistent.

Report no heat, no hot water and any water leaks to the office immediately.

Please keep utility rooms free of debris in the event we need to service your equipment.

Remember to check your entryway heater. If your unit has an entryway heater with a thermostat, set it at no less than 65 degrees. Those with a numerical dial, set between 4 and 5. If you do not have either, please turn dial until the heater comes on and adjusts accordingly as the temperature gets colder.

This will prevent any damage to the water pipes. Please note that if there is water damage due to the lack of heat, the resident will be held responsible.

## AFTER-HOUR EMERGENCIES

For after hours emergencies contact our on call service at: 845-635-2600

Winter emergencies consist of:

- No Heat
- No Hot water
- Water Leaks
- Electrical
- Toilet Clogs for 1 bedrooms
- Refrigerator not working
- Smoke and Carbon Dioxide detectors beeping

In case of fire, evacuate the premises and call 911.

Police, Fire, Ambulance or Gas Leak call 911