

MANAGEMENT OF SNOW AND ICE

Outline Specifications and Guidance for the Residences at Bel Mont Winter Maintenance

1. **Property Description:** The Residences at Bel Mont, located at Olmsted Drive in Belmont, MA consists of three distinct, but related winter condition management components (the “Component or Components”):
 - A. Olmsted Drive – A privately owned and maintained road of approximately 2,400 LF accessed off of Pleasant Street with a pedestrian walkway along much of its length, servicing:
 - i. Waverly Woods, a 40-unit affordable housing community,
 - ii. The Residences at Bel Mont, a 152 unit for-sale (40 units) and for-rent (112 units) housing community,
 - iii. Zone 4, an undeveloped development parcel located within the McLean District, and,
 - iv. For the provision of Emergency Access for The Woodlands at Belmont Hill Condominium (Zone 2) and McLean Hospital (Zone 5).
 - B. Subdistrict A – a 40-unit townhouse condominium community.
 - C. Subdistrict B – a 112-unit multifamily rental community.
2. **Governance and Maintenance:** Governance and Maintenance of the component parts of the Residences at Bel Mont is or will be governed by the recorded Declaration of Reciprocal Easements and Agreements (REA) dated January 24, 2005 and a to be recorded, Zone 3 Declaration of Easements and Covenants (Z3DEC).

As stipulated by the REA, the Owner of Zone 3 of the McLean District is responsible for the operation, maintenance and repair of Olmsted Drive.

Pursuant to the Z3DEC, the Olmsted Drive REA responsibilities will be assigned to the Subdistrict B Owner who will be responsible for the operation and maintenance, inclusive of winter maintenance activities of Olmsted Drive along its entire length, the Olmsted Drive pedestrian sidewalk and public access walkway and stairs to Pleasant Street and the roads, parking areas, sidewalks and the emergency access lanes located within Subdistrict B and accessing Zone 2, The Woodlands at Belmont Hill II Condominium community.

The Subdistrict A Owner, the townhouse condominium community, will be responsible for the operation and maintenance of Subdistrict A access roads, sidewalk(s), unit driveways and unit access walkways and guest parking areas.

As it relates to the winter management of Subdistrict A, B, and Olmsted Drive, it is anticipated that the Subdistrict B Owner will contract with one Snow Management Contractor and that the Subdistrict A Owner will contract separately with the same or another Snow Management Contractor. (Snow Management Contractor – “SMC”)

This document is intended to prescribe a common set of standards, practices and procedures for the winter maintenance and management of the pedestrian and vehicular travel surfaces of the three Components of the Residences at Bel Mont.

3. Winter Maintenance – Sanding, Salting and Snow Plowing

A. Pre-Season Management Tasks:

- i. Snow Staking - The retained SMC for each Component – Olmsted Drive, Subdistrict A and Subdistrict B – shall purchase and install 48” yellow or orange fiberglass snow stakes.
- ii. Snow stakes shall be installed vertically at a minimum depth of 4”/stake at 75’ intervals along both sides of vehicular ways and on an alternating left side/right side basis along the pedestrian sidewalks.
- iii. An alternating colored snow stake shall be installed as prescribed above at each catch basin, fire hydrant, and at exposed electrical, telecom, cable junction boxes and propane tanks, if any, or other exposed appurtenances as identified by the Owner or its Agent.
- iv. Snow stakes shall be installed after fall clean-up but in no event later than Thanksgiving weekend.
- v. Sand/Salt Barrels – five (5) sand/salt barrels filled with a mixture of sand/salt and containing a 4’ salt barrel shovel shall be located as follows:
 - a. Three (3) in the grass strip between Olmsted Drive and the Olmsted Drive pedestrian walkway spaced equal distantly between the Meadow Road Emergency Access Lane and the Waverly Woods access driveway,
 - b. One (1) at the downhill end of the sidewalk connection at the Pleasant Street Lodge, and
 - c. One (1) along Olmsted Drive east of the Chapel Building driveway.
- vi. The Subdistrict Owner(s) and the SMC(s) shall conduct a walk of the property each fall to review the upcoming season’s snow management program, identify and discuss areas of concern, locate snow storage areas, the placement of

additional sand barrels, if any, and identify the location for the storage of winter maintenance equipment.

B. Sanding, Salting and Snow Plowing:

- i. All primary and secondary road surfaces, sidewalks, resident driveways, parking areas, shall be pre-treated and/or treated with ice melt product whenever parking areas become slippery or are anticipated to become slippery and/or unsafe due to anticipated snowfall, falling temperatures, the presence or forecast of freezing rain, sleet, graupel or icing conditions.
- ii. Standard deicing chemicals in granular and/or liquid form including but not limited to sodium chloride, calcium chloride and potassium chloride are permissible for use on travel and pedestrian surfaces. Application of sand shall be limited to hand application, notwithstanding an emergency.
- iii. When snow accumulation reaches or is expected to reach and/or exceeds two (2) inches, roadways, driveways and walkways shall be cleared of snow and ice (cleared means removal of snow and ice to the pavement). When snow has accumulated during the overnight, the SMC must maintain safe and unencumbered vehicular access for at a minimum Emergency Access along Olmsted Drive at all times. SMC(s) shall keep all roads, driveways and Emergency Access Lanes open and well-treated as conditions warrant, but special attention is necessary on Olmsted Drive, the Community's primary access road.

The secondary access roads shall provide safe passage for emergency access with periodic clearing during the overnight storm events.
- iv. Snow shall be plowed to the road edge of all streets and parking areas utilizing truck and/or small machine mounted snow plows.
- v. SMC(s) shall take care to ensure drainage grates are kept clear of snow and ice after all snow and ice events.
- vi. SMC(s) shall take care to prevent the dumping or piling of plowed onto the pedestrian sidewalks and the Emergency Access lanes/points.
- vii. Pedestrian sidewalks shall be cleared with walk behind snow throwers or small machine mounted snow throwers. Unit walkways shall be shoveled to the entry porch step. No deck or porch shoveling is to be provided. Unit walkway shoveling, snow blowing should not begin until 6AM unless otherwise noted.

- viii. During prolonged snow events, resident driveways, walkways, the sidewalks and the mail stations shall be considered of secondary importance and shall be cleared of snow in within 24 hours of the conclusion of the storm.
- ix. At the conclusion of the storm, the SMC(s) shall perform a final clearing and cleanup of the roadways, driveways, walkways to ensuring curb-to-curb passage, clear access to fire hydrants, unencumbered visibility at road/drive intersections, pedestrian sidewalks and Emergency Access Lanes.
- x. SMC(s) must make sure these areas are kept well-treated during and after a storm to prevent them from icing up or becoming slippery and hazardous. This is especially true if the weather conditions produce freezing rain or black ice.
- xi. Excessive piles of snow can pose traffic hazards. Therefore, each Owner or their Agents shall review the condition of the property periodically and following successive storm events and provide recommendations to the SMC(s) for the placement and management of plowed snow mounds to reduce/eliminate traffic hazards.

C. Snow Storage & Stockpiling:

- i. The snow clearing methods and procedures described above (wherein snow removal is a progressive operation beginning with the plowing the primary roadways and proceeding finally to the blowing and shoveling of sidewalks and walks) are, by design, intended to distribute snow storage widely across the site.
- ii. Historic climatological data for Belmont indicates that these methods will serve for most snow events and that centralized snow storage or a greater concentration of snow storage would be at odds with the prevailing freeze/thaw cycles, the compaction and melting effects of which function in direct proportion to surface area. As such, every effort should be made to avoid overly concentrated stockpiling wherever possible.
- iii. However, extreme and/or successive snow events can result in accumulations that require temporary plowed snow stockpiling and storage and the need to relocate and store snow on site. Potential areas for this the maintenance storage of snow have been identified on the attached Snow Storage Plan dated 8.20.21, revised 1.10.22. These and possibly other areas will be reviewed and identified with the SMC(s) during the pre-season site walk with the Owners or their Agents. Snow storage will be guided by the following conditions:
 - a. Under no circumstances shall snow be piled onto landscaped areas other than grass/lawn or removed through means that will result in permanent damage to trees and shrubs.

- b. If snow is to be piled and stored in a parking area the number of parking spaces affected shall be minimized to the extent practical. The spaces that may be used for these purposes will be identified by each Owner or their Agents and should be limited to those most distant and inconveniently located from building entrances.
- c. In the event that the storage needs for the accumulated snows exceed all feasible storage on site, it may become necessary to transport snow off-site. Such a determination may only be made as an avenue of last resort after all possible on-site locations are considered as well as those that might be made available by other parties to the REA and near-adjacent locations. The SMC(s) shall be required to verify that the off-site disposal complies with any regulations regarding said use.

D. Post Season Management Tasks:

- i. Pick-up, remove & store Snow Plowing Stakes and Sand/Salt barrels by April 1.
- ii. Remove on-site stored snow management equipment by April 1.
- iii. The SMC(s) are responsible for the repair or repair reimbursement for damage to roadway and parking berms, stairs, etc. directly caused by the contractor or the contractor's employees. The SMC(s) will conduct plowing in a manner to minimize any damage to the landscaping.
- iv. SMC(s) are responsible for repairs or reimbursement for damage to lawn areas and/or shrubs and trees if plows or other equipment or personnel while clearing, pushing or dumping snow.

E. General Terms and Conditions:

- i. The SMC(s) will provide emergency on-call support (cellular telephone) 24 hours per day for use by the Owner(s)/Property Manager(s) should the need arise to resolve emergency concerns/problem areas.
- ii. No exterior stockpiling of sand or salt shall be permitted.
- iii. The SMC(s) agrees that no work beyond the work included in the base contract price is to occur without the prior written consent and approval of the Owner(s) or its Managing Agent(s).
- iv. If the snow removal or surface treatment is required in prior to November 1 and after April 1, the Owner or its Agent will notify the SMC(s) for a service call.

F. Insurance:

- i. Throughout the term of the agreement, the SMC(s) shall maintain, at the contractor's sole expense, **1.) Comprehensive General Liability of not less than \$1,000,000; 2.) Bodily Injury Liability and 3.) Property Damage Liability**

Insurance of not less than \$500,000 each occurrence; 4.) Workman's Compensation Insurance coverage; and **5.) Comprehensive Vehicle** coverage with a contractual liability endorsement. The SMC(s) shall furnish each Owner and their Agents with Certificates of Insurance evidencing the required coverage(s) and naming the respective Owner, its' Board of Trustees, and their Agent(s) as additional named insured.

g. Equipment:

- i. The SMC(s) shall agree to have available a **minimum** amount of equipment as needed for snowstorm's as follows:
 - a. Bobcat, skid steer or other small tractor capable of clearing snow
 - b. Four-wheel drive pick-up(s) with plow(s) and sander
 - c. Snow blower for roadway sidewalk and residence walkways
 - d. Ice treatment spreader, snow shovels, snow stakes

- ii. The SMC(s) shall also have *additional* equipment available with 4-hour notice or for use in larger storms as back-up equipment, as follows:
 - a. front end loader
 - b. 4-wheel drive pick-ups with plows