

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Subject: Winter Weather Preparation Reminder

Dear Homeowner,

As the winter season approaches, the [HOA Name] Board of Directors would like to remind all residents to take the necessary steps to prepare your home and property for freezing temperatures and snow.

Please review the following checklist to ensure your property is ready:

- **Exterior Faucets:** Disconnect all garden hoses and cover outdoor faucets with insulated covers to prevent frozen pipes.
- **Irrigation Systems:** Ensure your sprinkler system has been professionally blown out and shut down for the season.
- **Gutters:** Clear leaves and debris from gutters and downspouts to prevent ice dams and water backup.
- **Snow Removal:** Please remember that homeowners are responsible for clearing snow from their private driveways and lead walks. Ensure you have salt and shovels ready.
- **Heating Systems:** It is recommended to have your furnace or heat pump inspected to ensure it is operating safely and efficiently.

In the event of a weather emergency, the Association will provide updates regarding professional snow removal for common areas and community roads via [Email/Website/Portal].

Thank you for your cooperation in keeping our community safe and well-maintained this winter.

Sincerely,

[Your Name/Board Member Name]

[Title, e.g., Board President]

[HOA Name]