

February 8, 2022

**Elm Place Management Summary:
Parking, Snow Removal, Trash, Move In, Pick-Up & Drop-Off**

The following summary was written in collaboration with the WinnResidential team members who will be responsible for property leasing, operations, and maintenance once the project is fully constructed. It is informed by the team's experience at comparable properties as well as the anticipated needs specific to the Elm Place project. This plan will change and adapt to continue to meet the needs of this project over time.

1. Parking

Parking spaces will be numbered and assigned by unit. Each apartment home will have the option to park one vehicle in an assigned spot in the project parking lot, and if a unit does not need a space then it will not be assigned one. All resident vehicles must have passed State Inspection, be registered to an approved occupant of the property, and exist in working condition. Vehicles in disrepair with issue such as a flat tire will not be allowed to park in the lot and will be towed with 24-hour notice. Vehicle repairs will not be allowed on the property. Guest and staff parking will be located in the "connected" lot, to allow as many residents as possible to park closest to the building. Staff and guest parking locations may move based on capacity and resident needs. Each resident vehicle will be issued a parking sticker, which must be prominently displayed on the vehicle at all times. Parking stickers will be validated and updated at least annually. Enforcement of Handicap parking and "No Parking" areas are a top priority. Parking rules will be enforced by a contracted towing company. Repeated violations of the parking policy will result in loss of parking privileges.

2. Snow Removal

WinnResidential is responsible for keeping its managed properties free and clear from dangerous snow and ice conditions. It is the policy of WinnResidential to maintain all walkways, stairways and roadways in a safe and passable condition. Additionally, it is our policy to clear snow from certain building components and systems to ensure safe conditions. We strive to complete this work in the safest possible manner by providing our employees with the proper equipment and instruction; as well as the proper amount of rest necessary to remain alert and safe during the duration of these activities. The efforts and commitment of our employees will work to eliminate potentially hazardous conditions and keep our properties safe for residents, employees, and visitors alike.

Maintenance staff shall begin clearing snow within 1 inch of accumulation and continue to remove snow periodically throughout the duration of the storm until the storm has ended and snow removal operations are complete. The length of storm and rate of snow accumulation during any individual snow event will be the determining factor in scheduling snow removal operations. In the event of an overnight storm, maintenance will perform snow removal operations until a reasonable hour and return at an appropriate time the following morning to continue snow removal activities until the storm has ended and snow removal operations are complete. If snow begins in the early morning, maintenance staff will be required to arrive to work early to begin snow removal activities. These specific actions taken by site staff will be determined on a storm-by-storm basis. Main entrances to

buildings, front walkways, and handicap ramps are to be cleared first. All other pedestrian access areas can then be cleared, including areas around dumpsters and trash receptacles. All fire hydrants must remain clear of snow accumulation at all times. Snow and ice removal curb to curb and edge to edge will be maintained in all cases.

After snow shoveling, ice melt, or an alternative ice melting product must be applied in accordance with manufacturer directions. The team will repeat as necessary. Once ice begins to melt, the team will remove slush and water to prevent re-freezing and reduce the risk of scaling and flaking. Walkways will be reviewed daily and treated on a continual basis until icy conditions no longer exist.

Sanding and salting of parking areas and roadways is to be done if the storm accumulates from a dusting up to 2 inches. Plowing of the parking areas and roadways will begin when snow accumulations exceed 2 inches or more. It will be the responsibility of the Maintenance Supervisor to call in the snowplow contractor. Plowing will continue at periodic intervals until the storm has ended and plowing operations are complete. After the parking areas and roadways have been cleared, a determination will be made by either the Property Manager or Maintenance Supervisor whether an additional sanding is necessary before storm activities are complete.

We have identified an area in the connected lot for snow storage that does not reduce the number of available parking spaces. Accumulated snow will be moved to that designated location in the connected lot until such time that it either melts or accumulates to a level that requires off-site removal. If available, unused parking spaces will be set aside for snow removal purposes. From experience at comparable properties, there are usually excess vacant parking spaces available. If off site removal is required, a contracted snow removal company will remove snow and deliver it to a disposal site in accordance with MA DEP guidelines. Depending on the timing and duration of the storm, Management will work with residents to coordinate post-storm cleanup efforts to ensure that all areas are plowed and shoveled. Residents are responsible for clearing off their own vehicles. Effective snow removal programs require cooperation of residents to be successful.

3. Trash Management

Elm Place will feature two building trash chutes leading to two compactors in trash room located in covered garage with two (2yd) wheeled compactors. The compactors will be moved to the designated trash pickup area by Winn staff or contracted cleaners with a motorized cart to ensure safe movement. Two potential designated trash areas have been identified with direct access to the trash room through the garage. The compactor movement will be scheduled in harmony with the pickup to keep times that trash compactors are visible from the street to a minimum.

Trash removal will be contracted through a third party to a local trash hauler. The final trash pickup schedule is TBD, but we anticipate that the compactors will need to be picked up 2-3 times weekly. In alignment with Swampscott's Waste Reduction Program, Winn will contract recycling pickup and encourage resident recycling through signage, notices, education, and reminders.

4. Move In, Pick-Up & Drop-Off

Two potential areas been identified to function as dedicated pick-up/drop off areas (for move-ins, move-outs, and deliveries) by main building entrances. Activity in these areas will be monitored by Management and the towing service. Both potential locations can accommodate a 25' moving truck without impeding lane of circulation. Both offer direct access to stairs and elevators. One of the potential areas connects directly to the mailroom for deliveries.