Dear Northbrook Residents,

As winter approaches, there are several items you need to be aware of.

1. All window air conditioners must be removed no later than November 1st. The cost of our heating gas relies on being responsible in eliminating heat loss within our units. If the cost goes up, it means higher monthly condo bills.

2. If you have an outdoor water spigot, it is your responsibility to winterize it, to avoid a burst pipe. This spigot belongs to each individual unit owner. If it freezes, you will have to call your plumber and incur the cost of repair. To avoid this, simply shut it off from under your kitchen sink, then open up the spigot on the outside and leave it open all winter.

3. Buckets of ice melt are provided by Northbrook, for use between applications by the snow removal contractor. If you do not want ice melt, please notify the Board by email through the web site. For those of you that wish to have ice melt provided, please remember to keep it covered at all times. It is costly and if it gets wet, it will freeze and become unusable.

4. Please keep in mind that the plows cannot remove snow from any driveway with vehicles parked in it. We understand that parking is limited, and snow only adds to this situation. The contractors cannot come back numerous times to plow individual driveways. Vehicles parked in the driveway will impede snow removal, cause snow and ice to build up and create a major inconvenience to your neighbors who share the driveway. Please listen to weather reports for snow. If the snow is going to start late at night or early the next morning before you get up, move your car out of the driveway that night.

5. We encourage all of our residents to decorate outside during the holiday seasons. We ask that after the holiday passes, you remove the decorations within ten days. This does not apply to kissing balls or door wreaths. These items can be left up, as they are also winter decorations. We do ask that you dispose of them when they turn brown.

Please keep in mind that we are a community of neighbors and friends. If we all work together, everything will go smoothly. We appreciate your cooperation in this matter.

Sincerely,

Northbrook Board of Managers