

# Scotty Hollow Lantern

## WINTER SNOW REMOVAL PROCEDURES

The winter snow removal procedures are listed on page 3 of this newsletter.

## SNOW PLOWING SERVICES

Your feedback on the performance of our snow plow services is very important to us. If you are not satisfied with the quality of the snow plowing of our streets, the shoveling of the stairs or walkways or roadway sand application under slippery conditions, please contact the management office (978-683-4101), 24 hours a day, 7 days a week and leave a "note of service quality." Discussing service quality in the summer season is not helpful in adjusting service levels.



Two areas of concern for residents are located directly behind your rear door. Melting snow and run off from your roof will cause patches of ice to appear all winter. Sand barrels are available throughout Scotty Hollow for addressing these areas. Purchasing ice melt (not salt) is a good idea as well.

## 2008 ANNUAL MEETING

The 2008 Annual Meeting was held on November 19<sup>th</sup>. We achieved a quorum. Past and planned accomplishments were reviewed, along with presentations of the Certified Public Accountant's financial statements. An election of Board Members was held with the following individuals being elected to the Board of Trustees: Mike Carroll, Phil Cronis, Nancy Smilgis and Pam Armstrong.

Betty Grady, who devoted several years serving our community, left the Board as she sold her home at Scotty Hollow. We thank Betty for all her volunteer efforts and wish her the best.

## HOLIDAY DECORATIONS

Holiday decorations may not be fastened to building exteriors with the use of penetrating fasteners, nails, screws, tacks, etc. A considerable amount of money has been spent on restoring building exteriors and painting. Twist ties and wires will not damage our wood surfaces. Displaying decoration lights from inside windows will allow viewing from both indoors and outdoors. Holiday decorations should be removed within two weeks following the holiday they are celebrating. Lawn decorations are not permitted (i.e. no inflatable decorations, etc.). **All decorations must be removed by January 11, 2009.**



## CHRISTMAS TREE DISPOSAL

Please note the trash collection company for North Chelmsford will **NOT** pick up Christmas trees. The Town of Chelmsford has provided us with the following information regarding methods of tree disposal:

- 1) Boy Scouts Troop 70, 978-501-4611, will pick up your tree from your driveway for a \$5.00 donation. Please call them directly to schedule your pick up or register online at: [www.troopseventy.com](http://www.troopseventy.com).
- 2) Community Tree, 163 Billerica Road, Chelmsford, 978-256-0341 is a drop off location. **They are not open on Saturdays.** There is a \$1.00 fee when dropping off your tree at this location.



Whichever method of disposal you choose, please remember all ornaments, hooks, tinsels, tree stands, nails, etc. must be removed from the tree prior to disposal.

**SHOVEL YOUR DECK**

Residents are responsible for clearing the snow and ice off their decks in a timely fashion. Failure to promptly clear the snow from your deck can result in damage to the deck support system and possible water penetration into your home.



**Please shovel your decks off before the roads beneath them are plowed.**

**POTENTIAL WATER LEAKS, ETC.**

Imagine the damage that would occur to your home if the washing machine hose burst shortly after you left for work in the early morning.

Clothes washing machines, dishwasher hoses and water heaters are our number one cause of water damage and insurance claims at Scotty Hollow. Check your water heater now for leaks and expired life expectancy. Also, change your appliance hoses to metal reinforced hoses, available at local hardware stores.



Please be sure your home's heat is set at an adequate level, above 65 degrees, during these cold months.

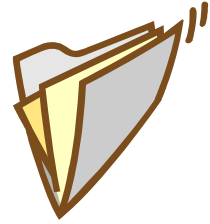
If you are a landlord, be sure to contact Keyspan Gas and request a no shut off agreement, which will avoid gas shut off by a tenant.

**WEBSITE**

Scotty Hollow Condominium Trust's website is: [www.scottyhollowcondos.com](http://www.scottyhollowcondos.com). You will find a wealth of information on our website.

**INSURANCE INFORMATION**

The insurance agent for Scotty Hollow Condominiums is Fred C. Church Agency. The insurance carrier is Harleysville Insurance. If your mortgage holder is requesting proof of insurance or a certificate of insurance, you must contact Fred C. Church directly. Their telephone number is 978-458-1865. You should ask for Talia at extension 7260. **You may also order a Certificate of**



**Insurance on-line at:**  
[www.fredcchurch.com](http://www.fredcchurch.com).



**Follow these prompts: Personal Insurance, Request for Certificate and Property Management of Andover.** Complete the form and submit the request.

***Please keep in mind that you must maintain your own insurance policy (referred to as an H06 policy) on your condominium to protect your personal property, liability and the deductible portion of Scotty Hollow's policy (\$5,000.00). Contact your insurance agent today to verify coverages on your HO6 policy and ask that no gaps exist between the master policy and your individual policy.***

Your policy should also provide for any relocation expenses required if your unit becomes uninhabitable (i.e. due to fire, broken pipe, etc.). Please keep this information for future reference.

**CHECK WITH YOUR INSURANCE AGENT TODAY TO MAKE SURE YOU HAVE THE PROPER INSURANCE COVERAGES TO PROTECT YOU AND YOUR INVESTMENT (AND YOUR WALLET).**



### **SNOW REMOVAL PROCEDURES**

Many new homeowners have arrived at Scotty Hollow Condominiums this past year and they may not be aware of our snow plowing procedures.

The snow removal contract states that plowing will commence upon the accumulation of 2 inches and is to continue as necessary during a storm.

***The procedure for removal of snow is stated below.***

- 1) Main roadways and Circles are to be opened and maintained.
- 2) Sand is applied as needed.
- 3) Parking areas beneath decks and behind homes are cleaned during and after snow fall. Vehicles left directly behind a home will impede snow removal, cause snow and ice to build up and create a major inconvenience for the neighbors in your entire building.
- 4) Vehicles may be parked at the pump station parking lot and in the circle adjacent to the C Circle mailboxes during and after snow fall. Scotty Hollow Drive (pond side) from the clubhouse to the E Circle mailbox is available for parking as well. The other Scotty Hollow Drive roadway is a public road and vehicles parked here will be towed by the Town of Chelmsford. When snow has been predicted, residents should park their vehicles in designated areas before snow falls and before turning in for the evening. Plowing continues overnight so roadways will be open for early morning commuters.
- 5) Handwork will be completed after snow fall ends. Front steps, stoops, walkways, rear entrance ways, mailboxes and fire hydrants are shoveled at this time.
- 6) In the event an emergency situation exists, please call Property Management of Andover (978-683-4101) and your after hours call will be processed by their answering service. The on-call manager will contact the snow plow operator and request emergency service.
- 7) Vehicles are not permitted to be parked on the lawns. Damage to the sprinkler heads and lawns will occur.
- 8) Shoveling of snow from your deck should take place **before** the snow removal crews have completed the clearing and sanding of your driveways. The crews will not return to plow or shovel your driveway due to snow shoveled off decks.
- 9) Your timely assistance in moving your vehicles will make the process of snow plowing and sanding more efficient. One vehicle left behind at one building's parking area will interfere with that entire building's snow plowing efforts. Returning your vehicle to your home after plowing has been completed will allow the contractors to clean the parking lots and widen the streets. Do not park your vehicle across the paving from your home (against the grass or tree lines). These areas are locations where snow will be plowed towards and vehicles will obstruct plows and become "plowed in" if left in this area. Neighbors backing out of their garage may collide with your vehicle if parking in this location as well.