

Scotty Hollow Lantern

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Condo Fee Change

As previously announced in the Annual Meeting notice, the condominium fee will increase by \$3.00 effective January 1, 2012. This increase will be applied towards the Scotty Hollow reserve account. We have been fortunate that we have not been charged special assessments for our capital replacement projects. The funds will go towards future capital replacement projects including retaining wall replacement and roof replacement.



Annual Meeting

The 2011 Annual Meeting of Scotty Hollow Trust will be held on Wednesday, November 16, 2011. Please make every effort to attend the meeting. It is important that we reach a quorum.

Flower Pots

Please place your flower pots on something other than the deck floor. Pots that remain in one spot for the entire season are rotting the deck flooring. Move the planter often so that the deck area is exposed to air.

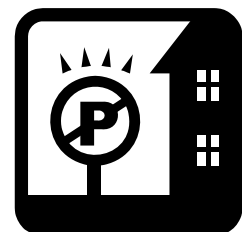
Recent Power Outage

The recent power outage was a major inconvenience for residents. Every effort was made to prioritize Scotty Hollow on National Grid's service list (to no avail). The heavy wet snow damaged many of our mature trees as well.

The dumpster brought to Scotty Hollow for residents' spoiled food disposal was used by many residents. Its quick removal was required to avoid rodent or animal scavenging in the container.

accident.

We ask that you do not park on Scotty Hollow Drive from the street to Groton Road.



Happy Thanksgiving!



Management Office Closed:
Thursday, November 24
Friday, November 25

Vandalized Parking Sign

Last month the Town of Chelmsford's DPW installed two signs restricting parking at the end of Scotty Hollow Drive, which is a public town road. Parking violators will be subject to police enforcement.

The purpose of the no parking signs was to keep an open sight line for drivers approaching Groton

Road. One sign was vandalized shortly after installation and has since been re-installed.

Removing a town-owned sign is considered vandalism and a report was filed with the police department. If an accident occurred after the sign was vandalized, the individual who removed the sign could be held responsible for the

Ice Back Up

You can take some steps towards preventing ice build up on your roof's edge and water penetration into your home. Some precautions are:

- Extend the bathroom vent to your unit's exterior, allowing the warm moist air to leave your unit.
- Add insulation to the crawl space including the access door to the crawl space, floor and walls.
- Be sure the vents at the bottom of the crawl space (where the roof and floor

meet), are open (not blocked with insulation). You should see daylight at this joint location.

- Keep vents in ceiling of crawl space to cathedral ceiling open for circulation.

The temperature inside your crawl space should be very close to the exterior temperature. The



colder the crawl space is the better your chance of avoiding a back up and leak. You can call Property Management of Andover if you need Jim Toscano to stop in and inspect the crawl space and provide you with additional information.

Pet Registration

Pet ownership is a privilege that is given to homeowners via the condominium documents.

All pets (dogs and cats) must be pre-approved by the Board of Trustees prior to their living at Scotty Hollow. Cats are not permitted to roam freely within the community.

A picture of all pets must be submitted with your application form. If you

currently have a pet and have not provided a picture, please do so.

All dog owners must pick up after their dog. The area behind the pump station building behind the overflow parking lot is ideal for walking your dog.

Failure to abide by the pet ownership rules, especially the roaming cat or dog and clean up rules, may result in the loss of pet privileges.

Clubhouse Rental Policy

The Clubhouse is available for residents to hold private functions. There are forms available at Property Management of Andover's website, and Scotty Hollow's website to reserve the facility. An advance payment of \$225.00 is required at booking, of which \$100.00 is returned following



the facility's "check up." Please note that it can take up to two to three weeks for your check to be returned. The net cost to residents reserving the Clubhouse is \$125.00 (if the facility is properly cleaned and damages and rule infractions have not occurred). Allow at least a two week notice period prior to the date of your scheduled event.

Lights Out?

If you notice a lamppost light out on our property, please call the staff at Property Management of Andover (978-683-4101) to have the bulb changed. Please be descriptive as to the location of the light (front, rear, side, etc.).

Scottyhollowcondos.com

When you visit Scotty Hollow's web site (www.scottyhollowcondos.com), you will find a considerable amount of information to assist you in all areas of interest related to life at Scotty Hollow.

Feel free to visit www.scottyhollowcondos.com to acquire insurance certificates for your mortgage holder and all the information needed by a real estate agent for listing your home and a variety of forms for your use (Clubhouse forms, pet applications, etc).

Insurance Information

The insurance agent for Scotty Hollow Condominiums is Fred C. Church Insurance Agency. The insurance carrier is Harleysville. 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 1-978-458-1865. You should ask for Darlene at extension 7318. A minimum of 24-48 hours notice is required for the production of this certificate. You may also order

a Certificate of Insurance on-line at: www.fredcchurch.com. Follow these prompts: Personal Insurance, Request for Certificate, 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, the deductible portion of Scotty Hollow's policy (\$10,000.00) and personal improvements you have made to your home.

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

Refinancing or Selling?

If you are in the process of refinancing or selling your home, you must obtain a 6(d) Certificate in order to close on the refinance or sale. You must contact Coleen at Property Management of Andover at 978-683-4101 to obtain this certificate. Your request for the 6 (d) Certificate must be made at least ten days prior to the closing date in accordance with the General Laws of the Commonwealth of Massachusetts. You will not be able to close without

this document. Do not delay your request for this important document.

Lastly, there is a \$100.00 charge for the preparation of this certificate, all mortgage companies/associations related closing paperwork (i.e. bank affidavits/questionnaires, telephone calls, systems updates, and information related to the condominium – budgets, minutes, etc.).

Electronic Funds Transfer

Enterprise Bank, in conjunction with Property Management of Andover offers an automatic drafting of your condominium fee at no charge. The convenience of this service will guarantee that your monthly fee will be received on time. Late fees become a thing of the past. You may apply for this service by filling out a one page form. The form is located at Property Management of Andover's website, pmandover.com. One third of our homeowners, have taken advantage of this service.

Rubbish Pickup

Rubbish must be left out in covered barrels. Barrels and recycling bins may not be left outdoors on any day other than collection day (Mondays – unless Monday is a holiday). They must be stored indoors at all other times.

Rubbish pick up does not include appliances, old rugs, water heaters or furniture. Paint, chemicals and car parts will not be picked up as well. Please contact the Town of Chelmsford Trash and Waste



Office at 978-250-5203 for more information on disposal of these types of items. If you have a problem with the trash removal or recycling pick up, you should contact the Town of Chelmsford directly as this is a Town provided service.

Property Management of Andover

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Clothes Dryer Vents

Dryer vents should be cleaned every other year. These vents are considered private property. Every home has a separate vent that services their clothes dryer. The current dryer vent material that was used by the builder, is not considered a safe material. At the time of installation, the vents were in compliance with building codes. Your dryer will work more efficiently once the vent has been replaced and cleaned. There is also a possibility of a fire occurring while using blocked plastic vents.

E-Mail and Call Blast

Communication through your email service is available from Property Management of Andover. Newsletters, correspondence, financial letters and more may be delivered via email. If you do not have an email address, traditional U.S. mail will be utilized. This service saves Scotty Hollow residents mailing expenses.

“Call blasting”, a service that allows us to deliver mass verbal messages to residents for emergency or last minute notifications, has been working out well.

If you have not signed up, or if you change your email address, please fill out and return the email form on Property Management of Andover's website, pmandover.com. We have 150 homeowners on Property Management of Andover's email communication service.

Rules and Regulations

Our Rules and Regulations at Scotty Hollow are strictly enforced for everyone's benefit. If you do not have a copy of the Rules and Regulations, contact Property Management of Andover to have one sent to you. The Rules are not intended to cause hardship or discriminate. Everyone will benefit from rule enforcement.

In most cases, the Rules are just reminders of what we should already be doing daily to be considerate of others. The rest of the Rules and Regulations are there to preserve the common areas owned by all of us.

SNOW REMOVAL REMINDER

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. A liquid storm pre treatment of our roadways 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, and cause snow and ice to build up and create a major inconvenience for neighbors in your entire building. Vehicles may be parked at the pump station parking lot along one side of Scotty Hollow Drive from the pond to the E Circle, and in the circle adjacent to the C Circle mailboxes during and after snow fall. 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. Vehicles parked on Scotty Hollow Drive must be moved back home when plowing concludes or risk being towed.
4. Handwork will be completed after snow fall ends. Front steps, stoops, walkways, rear entrance ways, mailboxes and fire hydrants are shoveled at this time. Please do not park sideways under your deck or against the grassy area behind your home, if applicable.
5. 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.
6. Vehicles are not permitted to be parked on the lawns. Damage to the sprinkler heads and lawns will occur.
7. Shoveling of snow from your deck should take place before the snow removal crews have completed the clearing of your driveways. The crews will not return to plow or shovel your driveway due to snow shoveled off decks.
8. **Your timely assistance in moving your vehicles will make the process of snow plowing more efficient. One vehicle left behind at one building's parking area will interfere with that entire building's snow plowing efforts and upset your neighbors. 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 road from your home (against the grass or tree lines). These areas are locations where snow's plowed towards. 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.**

EMAIL COMMUNICATIONS

As you may or may not be aware, Property Management of Andover now has the ability to distribute communications to owners and residents via email. The distributions can include general announcements, newsletters and other important information related to your condominium community.

Communicating in this manner will save the condominium community a substantial amount of money related to postage, paper and stationery costs. You will receive your communication in a very timely manner as well.

By electing to receive your communication via email, you will be helping your community go **GREEN!**

If you are interested in receiving your communication via email, please complete the form below and return it to Property Management of Andover (via US Mail or fax) at your earliest convenience.

Although you may have already enrolled in our email communication program, we will need you to complete this form due to changes in the email choices.

Thank you!

PLEASE PRINT CLEARLY!

Condominium Name: _____

Name: _____ Unit #: _____

Check One: Are you the: Owner _____ Tenant _____

Primary E-Mail Address: _____

Phone Number: _____

I wish to receive the following communications via email (check all that apply):

- _____ General Mailings/Newsletters
- _____ Letters/Notices (specific to your home)
- _____ Bills/Statements

Signature (Required): _____

** Please note that if you wish to stop receiving email communication as indicated above, you must notify us in writing (via email or US Mail). In addition, you are responsible to advise us (in writing) of any changes to your email address.*

