

Scotty Hollow Lantern

CARPENTRY AND PAINTING

Carpentry repairs are wrapping up in the A Circle neighborhood. The program at Scotty Hollow allows us to perform complete repairs and paint an average of 40 homes per year, with the exception of A Circle painting. Next year, B Circle will be attended to. Painting will start at months end.



EXTERIOR DECORATIONS

Decorations displayed from our building's exterior are not permitted except during holiday seasons. Wind chimes, wind socks, mobiles and all other decorations are prohibited. Please remove any exterior decorations that you may have on display.

Residents may display minimal holiday decorations on their stoop or their deck. However, they must be displayed without the use of invasive fasteners such as nails, hooks, staples, etc. In addition, holiday decorations must be removed within two weeks following the holiday they are celebrating.



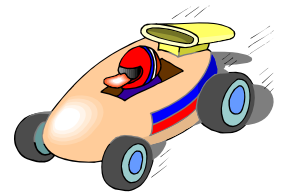
MAIL HUT POSTINGS

Please be advised that anonymous and unapproved postings on the mail hut bulletin boards are not permitted. These postings will be removed by management personnel.



SPEEDING

Please slow down on Scotty Hollow Drive. The speed bumps are a reminder that there are children and animals in the area of the Clubhouse.



Stopping at each speed bump will protect our children.

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.

ALL DOG OWNERS MUST PICK UP (POOPER SCOOPER) AFTER THEIR DOG.

The area surrounding the pool and Clubhouse is not an area where dogs may relieve themselves. The area around the old landfill and behind the pump station building is ideal for exercising 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.

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.).



IMPORTANT DOOR AND WINDOW INFORMATION

If you are thinking about window or door replacements at your home, please make sure you review the following information prior to purchasing these items. Only approved styles, models, etc. may be installed. If you install a door or window that has not been previously approved by the Board of Trustees, you will be required to correct the situation and bring your unit's exterior into compliance. **Save yourself time and money by following these guidelines!**



Patio and Deck Door Slider

There are only two approved replacements for your patio and deck door slider.

- 1) Frenchwood Gliding Patio Door manufactured by Anderson Door and Window. *If your unit has a beige trim, you must purchase the door with a **Sandtone** exterior. All other units at Scotty Hollow must purchase the door with a **Terratone** exterior.*
- 2) Pella Designer Series, for further information, contact Property Management of Andover.

John Cricones has assisted Property Management of Andover with this information.

There are no other substitutes permitted.

Storm Door Replacements

If you are looking to install a new storm door or replace your existing storm door, there are only two options:

- 1) One Touch Mid-View, Model 3825 manufactured by Pella. The color of the door must be brown and the hardware must be brass.
- 2) Storm door that matches the existing storm doors at Scotty Hollow. Mr. Bill Conaton is a carpenter who has installed these doors for many homeowners who have been pleased with his service. His telephone number is 603-898-7155.

Skylights

Skylight windows are starting to fail. Leaks and stains around and below the window are signs of failure. Residents must contact Property Management of Andover prior to ordering a replacement (Model is Vellux 606) to ensure conformity, their installer's qualifications and insurance policy correctness.

Garage Door Replacements

The new garage door replacements are available through Pelham Building Supply. These fully insulated metal doors cost ~\$600.00, installed. Matt, the contact person at Pelham Building Supply, may be reached at 603-635-7555.

Window Replacements

The approved replacement windows are manufactured by Harvey Industries. The product line is called "Majesty" window. Homeowners interested in replacing their windows may contact Property Management of Andover at 978-683-4101 for additional details/literature.

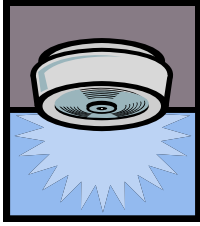
These double pane windows eliminate the exterior storm windows, are designed for easy cleaning and will not need painting or glazing of individual panes. Multiple window panes will be replaced with one solid pane of glass with the pane dividers installed between the double panes of glass.

Window Repairs/Broken Seals

Do you have condensation between your window panes? Is the seal on your windows broken? A few homeowners have recently utilized Moliterno Glass of Lowell (978-275-3835) to repair broken seals on their windows. They were pleased with the professionalism of the crew as well as the costs.

CARBON MONOXIDE DETECTORS

A year or two ago, the Commonwealth of Massachusetts passed legislation that requires homeowners to install carbon monoxide detectors. The law, Nicole's Law, applies to homes that contain fossil fuel burning equipment, (oil, gas, coal, wood, etc.), including fireplaces, or enclosed parking (garages).



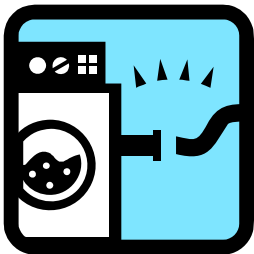
If your unit is a multi level unit, you must install a carbon monoxide detector on each habitable level. Habitable means any area in your home where you may be inclined to sit or lay down for any length of time.

The Fire Department has stated that they will not issue Smoke Certificates for sales of individual units if a unit owner fails to install the carbon monoxide detector(s). This will delay the sale of your unit.

If you have questions regarding the required carbon monoxide detector installation, please contact the Chelmsford Fire Prevention Office at 978-251-4288 or visit www.mass.gov/dfs.

POTENTIAL WATER LEAKS, ETC.

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.



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.

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, vendor names and approved replacement doors, windows, etc).



MONTHLY BOARD MEETINGS

The Scotty Hollow Board of Trustees meets on the third Wednesday of each month, with few exceptions. The meeting is open to homeowners at 7:30 p.m.



RUBBISH PICK UP

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.

CONDOMINIUM FEES

Condominium fees should be made payable to Scotty Hollow Condominiums (not Property Management of Andover). Please write your unit number on your payment for quicker processing. **Please be advised that there is a \$35.00 charge for any payment not honored by your bank** (i.e. returned for insufficient funds).

**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 1-800-225-1865 or 978-458-1865. 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 (\$5,000.00) and personal improvements you have made to your home.

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.

ELECTRONIC FUNDS TRANSFER

Attached you will find a form that will allow Enterprise Bank to draft your condominium fee payment monthly from your checking account. The draft will occur on a regularly scheduled date every month. Complete the form and forward it to Property Management of Andover. You will be contacted with information on your start up date. If you have already signed up for this program, you don't need to forward this form to the office.

