

Scotty Hollow Lantern

WINTER SNOW REMOVAL PROCEDURES

The winter snow removal procedures are listed on the last page 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.

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.).

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.

CHRISTMAS TREE DISPOSAL

Please note the trash collection company for North Chelmsford will **NOT** pick up Christmas trees. Christmas trees may be brought to the following location between the dates and times noted:



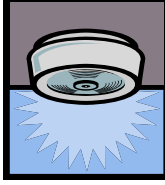
WHERE: Laughton Nursery
31 Lowell Road, Westford
WHEN: December 26, 2005 thru
February 28, 2006
TIME: Sunday thru Saturday
9:00 a.m. thru 6:00 p.m.

The Laughton Nursery will accept your Christmas tree for disposal at a fee of \$5.00 (if you purchase your tree from them and bring your receipt, they will recycle the tree for free).

Please remember all ornaments, hooks, tinsels, tree stands, nails, etc. must be removed from the tree prior to drop off.

CARBON MONOXIDE DETECTORS

Recently, the Commonwealth of Massachusetts passed legislation that requires homeowners in multiple dwelling buildings to install carbon monoxide detectors. The law, Nicole's Law, will be phased in over a period of time.



Eventually, a condominium home will not be sold without evidence of a functioning detector. If you are in the process of selling, check with the Fire Department to determine their specific requirements which must be met before they will provide you with a smoke certificate for your closing.

THANK YOU'S

We would like to express a "Thank You" to Mary Ann Day for donating her time each year in hanging the holiday wreaths around our Clubhouse.



In addition, "Thank You" to Nancy Smilgis for opening and closing our Clubhouse throughout the year for functions and locking and unlocking the pool gate during this past summer season.

HOME SAFETY!

Do you have a fire extinguisher or carbon monoxide detector in your home? All residents should have at least one fire extinguisher and one carbon monoxide detector in their home. Both can be purchased at most local hardware stores for less than \$30.00. This small expense is money well spent.

**CONDOMINIUM FEES**

Condominium fees should be made payable to Scotty Hollow Condominiums (not Property Management of Andover). Effective January 1, 2006, the condominium fee will be \$240.00 per month. **Please be advised that there is**



a \$35.00 charge for any payment not honored by your bank (i.e. returned for insufficient funds).

RUBBISH PICK UP

PLEASE BE ADVISED THAT DUE TO THE UPCOMING HOLIDAYS, RUBBISH COLLECTION WILL BE DELAYED BY ONE DAY THE WEEKS OF DECEMBER 25th and JANUARY 1st. ON THOSE WEEKS, RUBBISH COLLECTION WILL TAKE PLACE ON TUESDAY.

Rubbish must be left out in covered barrels. Barrels and recycling bins may be placed out for trash collection the evening before (after 8:00 p.m.) or the morning of trash collection. **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.

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.

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.

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 Noelle Gartside at extension 298. You may also order a Certificate of Insurance on-line at: www.fredchurch.com. Follow these prompts: *Personal Insurance, Fred C. Church Programs, Condominium Associations 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 HO6 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).



CHIMNEY INSPECTIONS

It is time for chimneys to be inspected for cleaning. If you use your chimney, please complete the enclosed form and return it to Property Management of Andover (P.O. Box 488, Andover, MA 01810) by January 10, 2006. The inspection is an expense paid for through your condominium fee. The cleaning, if necessary, will be scheduled for a later date and paid for by the homeowner. You will have to be home for the inspection to occur.



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 received at least ten days prior to the closing date. You will not be able to close without this document, according to the General Laws of the Commonwealth of Massachusetts. Do not delay your request for this extremely important document. Lastly, there is a \$75 charge for the preparation of this certificate and the completion of all other closing paperwork.



HAPPY HOLIDAYS!!!

The Board of Trustees and Property Management of Andover would like to extend a warm wish to everyone for a Safe, Healthy and Happy Holiday Season!!





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. 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. 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.
- 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.
- 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 and sanding 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 and sanding more efficient. One vehicle left behind one building will interfere with the 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. 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.