

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.

E CIRCLE RESIDENTS

If you live in E18-E60 Scotty Hollow Drive, your home was painted this year. Please help us out and let us know if you notice any problems that exist, paint on your windows, runs or paint drops or overspray.



Please note that because the decks have partially new floors, there will be a shade difference due to the multiple coats of paint on the old wood.

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 14, 2007.**



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, 978-251-8881, will pick up your tree from your driveway for a \$5.00 donation. Please call them directly to schedule your pick up.
- 2) Community Tree, 163 Billerica Road, Chelmsford, 978-256-0341 is a drop off location. 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.

CONDOMINIUM FEES

The condominium fee for 2007 will increase by \$5.00. **The new fee effective January 1, 2007 will be \$245.00 per month.**



Condominium fees should be made payable to Scotty Hollow Condominiums (not Property Management of Andover).

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.



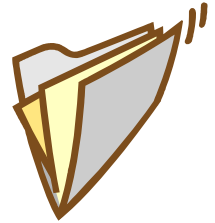
Rubbish must be left out in covered barrels. Barrels and recycling bins may be placed out for trash collection the evening before (after 8:00 p.m.) or the morning of trash collection. **They must be stored indoors at all other times.**

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.

2006 ANNUAL MEETING

The 2006 Annual Meeting was held on November 15, 2006. For those homeowners who were not able to attend, enclosed you will find the information that was distributed and reviewed at the meeting. Please keep this information with your homeowner files.

**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.

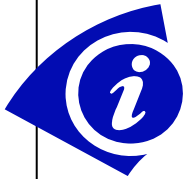


Please be sure your home's heat is set at an adequate level, above 65 degrees, during these cold months.

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.

INSURANCE INFORMATION

The insurance agent for Scotty Hollow Condominiums is Fred C. Church Agency.



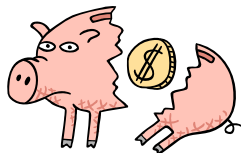
The insurance carrier is Harleysville Insurance. If your mortgage holder is requesting proof of insurance or a certificate of insurance, you must contact Fred C. Church directly. Their

telephone number is 978-458-1865. You should ask for Talia at extension 260. **You may also order a Certificate of Insurance on-line at: 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).



PEDESTRIAN TRAFFIC

As the season changes and the sun sets earlier in the evening, glare from the setting sun and early darkness causes visibility problems for drivers. Please walk on the sidewalk and remain aware of on-coming traffic.



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.

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.).



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 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.