

Scotty Hollow Lantern

WOOD TIMBER WALL AND STEP REPLACEMENTS

One two-tiered wall and two additional walls have been replaced with block materials. Our goal is to replace two to three timber walls annually.



CARPENTRY AND PAINTING

Carpentry repairs and exterior painting is wrapping up in the D Circle neighborhood. The program at Scotty Hollow allows us to perform complete repairs and paint, to an average of 40 homes per year. Next year, A Circle and a few homes in B Circle will be attended to.



DRIP EDGE INSTALLATION

New metal drip edge is being installed at our gutter and roof lines. The drip edge will eliminate problems with our aging gutters, deteriorating fascia boards (behind the gutters) and water running behind the gutters. This work is being performed in phase 2, A, B, and C Circles.

FLU SHOT CLINIC

The Chelmsford Board of Health is hosting a flu shot clinic for Chelmsford residents.



Location: Chelmsford Senior Center
Route 40, North Chelmsford

Date & Time: Thursday, November 15, 2007
3:00 p.m. until 5:30 p.m.

*Please note this first clinic is limited to residents age 65 or older and residents under age 65 with a chronic illness.

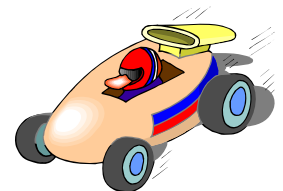
Date & Time: Thursday, November 29, 2007
2:00 p.m. until 4:30 p.m.

*This clinic is for all other Chelmsford residents.

Please be sure to bring all of your health insurance cards with you.

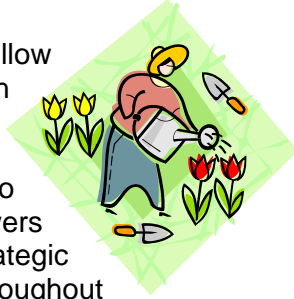
SPEEDING

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.



FLOWER PROGRAM

Now that Scotty Hollow remains green through the use of our sprinkler system, color is going to add to our landscaping. Flowers will be installed at strategic points of notice throughout Scotty Hollow. This program will continue to improve the impression one has when driving into and throughout our community.

**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.

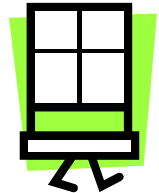
Failure to abide by the pet ownership rules, especially the roaming cat or dog and clean up rules, may result in the loss of pet privileges.

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 have the new door with a **Sandstone** exterior. All other units at Scotty Hollow must purchase the door with a **Terratone** exterior. Door hardware color must match the door color. The hardware style is a plain vent half circle handle.*
- 2) French door that exactly matches the existing french door can no longer be purchased from Rivco. Please contact Property Management of Andover if you wish to install a french door replacement.

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 is 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 and 603-321-0705

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 to ensure conformity, their installer's qualifications and insurance policy correctness. Many roof windows have been replaced by several reputable contractors for homeowners.

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 only 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 or go on the Scotty Hollow website at www.scottyhollowcondos.com.

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 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. This is not an endorsement or recommendation.

Rear Door Inserts

A fellow homeowner was gracious enough to provide the following information regarding replacement glass/plastic inserts for the rear door (near the garage door):

Ordered from: Rivco, Inc.

332 Amherst Street, Nashua, NH
1-800-572-1869

Price: \$83.00 (2003 price)

Specifications: Diamond Grille for F1E

"Benchmark" vinyl insert 22" x 36"

Other: This is a special order and takes 4-6 weeks delivery time.

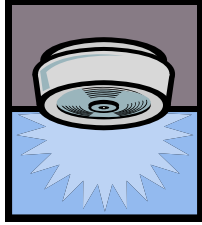


Painting and Polyurethaning

Painting and polyurethaning indoors should not be done in cold season months when doors and windows cannot be left open. Fumes will stay within your home and penetrate into abutting homes.

CARBON MONOXIDE DETECTORS

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

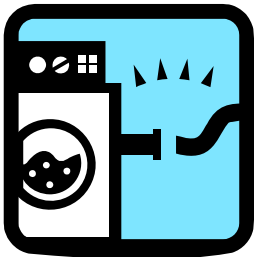


The Fire Department has stated that they will not issue Smoke Certificates for sales of individual units if a unit owner fails to install the carbon monoxide detector(s). This will delay the sale of your unit.

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 hoses, 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 braided 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, etc).

**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.

REFINANCING OR SELLING?

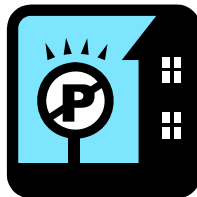
If you are in the process of refinancing or selling your home, you must obtain a 6(d) Certificate in order to close on the refinance or sale. You must contact Coleen at Property Management of Andover at 978-683-4101 to obtain this certificate. **Your request for the 6(d) Certificate must be made at least 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 extremely important document.



Lastly, there is a \$100.00 charge for the preparation of this certificate and the completion of all other closing paperwork and tasks (i.e. bank affidavits/questionnaires, telephone calls and faxes with information relative to the condominium – budgets, minutes, etc.).

A AND B CIRCLE PARKING

The parking in the area adjacent to the banking (Rt. 3 side) behind A17 – A28 and B17 – B25 is not permissible. Recently, we were told a child came out from between parked cars and came dangerously close to being hit by a passing vehicle. Vehicles should be parked in the garage and perpendicular to the back of each home.



Snow plowing season will be here soon and the area must be kept clear of vehicles as well.

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.



You should ask for Talia at extension 260. 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.

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).

BAY WINDOW

A new bay window (still in the box) is available to anyone who may need it. A resident at Scotty Hollow ordered the entire structure through one of our carpenters and then changed her mind on delivery. John Gass, the general contractor with the bay window structure, may be reached at 603-595-9680.

SYSTEMS UPDATE

Property Management of Andover has installed new hardware and software systems that will scan and deposit your condominium fees directly into Scotty Hollow's Operating Account. Checks are being processed very quickly with the use of these new systems.



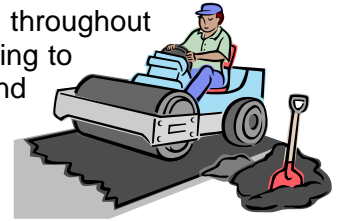
Additional services designed to make payment of fees easier for you will be coming within the year.

CLUBHOUSE RENTAL POLICY

The Clubhouse is available for residents to hold private functions. There are forms available at the management office 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." The net cost to homeowners reserving the Clubhouse is \$125.00 (if the facility is properly cleaned and damages and rule infractions have not occurred). **Please note: function attendees are not permitted to use the pool facilities during seasonal periods of time.**

**PAVING FUTURE PLANS**

The paving areas throughout Scotty hollow are going to be measured and defined for the future and plan for future pavement replacement.

**COMMON GROUNDS**

Common grounds are maintained at great expense to homeowners. The grass and trees are not for playing on or within. A question regarding your opinion and committal to building a playground will be included in an upcoming mailing. Please read it carefully.

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.