



North Side Homeowners Association

P.O. Box 1243 • Hopewell Jct., NY 12533

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www.chelseacovenorthside.com

Re: Request to install a pellet stove, wood stove or fireplace

Dear North Side Homeowner,

Please carefully read the attached form regarding the procedure, conditions and rules regarding your request to install a pellet stove, wood stove or fireplace. If your request is approved it is your responsibility to make sure the installation conforms to all conditions set forth. Should the installation not follow these conditions you will be responsible for the removal, repair to the building and proper re-installation of the stove or fireplace. Please adhere to the procedures and conditions as set forth on the attached request and approval form.

Please contact me should you have any questions or require additional explanation.

Sincerely,

Lisa Arthur, CMCA, AMS, PCAM
Community Manager
North Side Homeowners Association, Inc.

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P.O. Box 1243
Hopewell Junction, NY 12533
Phone (845) 223-9980
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PELLET STOVE/FIREPLACE/WOOD STOVE INSTALLATION REQUEST & APPROVAL FORM

If you are interested in installing a pellet stove, wood stove or fireplace the following conditions and rules must be followed.

- 1.) You must contact the Property Manager prior to setting up the installation appointment to obtain the necessary forms. Approval must be granted by the Board of Directors prior to installation. You must inform the Property Manager of the date and time of installation.
- 2.) Installation of any type of stove or fireplace requires a building permit from the Town of Beekman. You must give a copy of the permit to the Property Manager prior to installation.
- 3.) All installations must be done by licensed and insured contractors. Homeowner installation is never allowed. You should obtain an insurance certificate from the contractor naming both North Side HOA and the Management Company as additional insured and supply the Property Manager with a copy.
- 4.) If a chimney is part of the installation it must be enclosed with T-111 and stained to match the outside of the building. Please see the back of #5505 as an example.
- 5.) All vent pipes or chimneys must be in the rear of your home, never in the front. Pellet stove exhaust pipes must be at least 6 feet off the ground.
- 6.) Once the installation is completed the Town Building Inspector must inspect the stove/fireplace and issue you a certificate of occupancy. A copy of this must be given to the Property Manager.
- 7.) If you decide to remove the stove/fireplace at some future date the building must be returned to its original condition. All restoration will be arranged by the Property Manager and will be done at the owner's expense.
- 8.) The stove/fireplace and hardware must be kept in good repair, including proof of annual cleaning, at the homeowner's expense. The goal is to ensure that it is in harmony with the overall well-kept appearance of the community. The owner will be responsible for maintaining the appearance of the building around the exhaust vent or chimney. If, over time for instance, a significant amount of soot accumulates, the homeowner will be responsible for refreshing, cleaning or re-staining the outside of the building. If the Board of Directors deems the stove/fireplace or it's hardware not to be in good repair or the outside of the building to be in need of cleaning the owner will be properly notified of the need to take action or have the stove/fireplace removed or replaced. The final

decision as to the need for repair or removal rests solely with the Board of Directors.

- 9.) Repair of damage done by any peril must be repaired within thirty (30) days. Repair to be arranged by owner and at owner's expense.
- 10.) If your home is sold, the seller must obtain the buyer's written agreement to these conditions and submit it to the Property Manager prior to the closing.
- 11.) Any violation of this agreement will warrant a fine assessed against the owner's common charge account as detailed in the North Side HOA Rules & Regulations.
- 12.) Owner must sign this document agreeing to abide by all the terms and conditions as set forth above. The Board of Directors reserves the right to deny a request based on the fact that the owner is delinquent in payment of their common charges or is in violation of any of the provisions of the North Side HOA Prospectus, By-Laws and/or Rules & Regulations.

I, _____, owner of _____,

agree to all conditions regarding installation, upkeep and maintenance of a pellet stove in my townhouse in North Side HOA.

Name: (please print) _____

Address: _____

Phone #: _____

Date: _____

APPROVED _____ DATE _____

DENIED _____ DATE _____

For the Board of Directors, North Side HOA _____