

Sugarloaf Condominium Association

Solar Photovoltaic System Installation – Process and Check List

Use this process to assist in understanding the actions needed for a successful and complete procedure that satisfies both the unit owner and condominium association.

In this process, the **Solar Photovoltaic System Provider** is herein referred to as **S.P.S.P.** and **Sugarloaf Condominium Association** is herein referred to as **S.C.A.**

You are free to use a S.P.S.P. of your choice. Installations to date have all been done by a single provider who understands fully, and meets, all S.C.A. requirements. This process has been refined and simplified over the course of multiple installations. Please notify and discuss details of your project with K.P.M.

1. Contact the S.P.S.P. to discuss your project. They will schedule a visit by one of their staff for a site assessment. Have a copy of your latest Eversource statement (electric bill) available for them to photograph. If you choose to proceed, they will provide you with the installation proposal for your project that will include costs, terms and conditions, product information and warranty.
2. “Application for Approval of Installation of a Solar Photovoltaic System” is the S.C.A. required document to begin the process of S.C.A. approval and is filled out and signed by the Unit owners and submitted to the S.C.A. Board of Trustees, c/o Kendrick Property Management P.O. Box 3220 Amherst, MA 01004, where it is signed, conditionally. In addition, the following documents are required to be submitted along with the application document, as follows:
 - A) The installation proposal with warranty from the S.P.S.P.
 - B) S.C.A. Rules and Regulations page 3, "Contractors" and pages 10 and 11, "Solar". Also Master Deed Section R, "Solar". Submit a hard copy of each, initialed by all unit owners, to acknowledge acceptance.
 - C) Sketch and/or photo(s) of planned configuration of panels on roof.
 - D) Certificate of Insurance (COI), naming Sugarloaf Condominium Association, c/o Kendrick Property Management P.O. Box 3220 Amherst, MA 01004, as the certificate holder. Also, to be added to the COI – “The certificate holder listed below is included as additional insured on general liability for ongoing operations by all contractors.”
 - E) Proof of solar panels added to homeowners insurance.
 - F) Completed Easement and Limited Common Area Agreement with unit owners names and addresses, signed by applicants, adjoining unit owners, two S.C.A. Trustees, and notarized. All associated legal costs shall be assessed to the unit owners and reimbursed to S.C.A. prior to final approval of installation and Permission to Operate (P.T.O.).
3. Unit owners receive invoices for deposit from the S.P.S.P. for electricians, purchase of panels, inverter, optimizer, racks and other equipment. Also, at this time, the S.P.S.P. arranges for a Professional Engineer (PE) to inspect the roof.

4. Next, the following documents are required:
 - A) Easement and Limited Common Area Agreement recorded with the Franklin County Registry of Deeds by the S.C.A. Board of Trustees.
 - B) Building permit – Structural – Town of Deerfield.
 - C) Building permit – Electrical – Town of Deerfield.
 - D) Wiring statement in letter form is given to the customer by the S.P.S.P.
 - E) Copy of all up-to-date licenses for all contractors and sub-contractors.
 - F) PE's roof structural inspection report.

Permit applications are submitted to the Town of Deerfield by the S.P.S.P. and the installation contractor(s).

When approved...

WORK BEGINS

After completion of the installation, here are the remaining steps:

5. Town of Deerfield building and electrical inspection. Signed Certificate of Completion (COC) is held by the S.P.S.P. and a copy is given to the unit owners.
6. The S.P.S.P. will then start up and commission the photovoltaic system.
7. The S.P.S.P. will do a walk-thru with the customer.
8. The unit owners have a roof inspection, performed at their expense, and submit the report to the S.C.A. Board of Trustees.
9. At completion, the S.P.S.P. and/or the unit owners will compile all documents in digital form and submit them to the S.C.A. Trustees for their permanent records.
10. The unit owners sign the original application document to request final approval from the S.C.A. Board of Trustees. If all is in order, the S.C.A. Trustees will sign, giving final approval of the installation.
IMPORTANT: S.P.S.P. must sign prior to S.C.A. Trustees' signatures, before proceeding to step 11.
11. Permission to Operate (P.T.O.) comes from Eversource.

There could be other documents that the unit owners receives from Eversource or others that do not concern the S.C.A.

This completes the Solar Photovoltaic System installation process.

Use this checklist to assist in compiling needed documentation. Refer to process for details.

BEFORE INSTALLATION

- “Application for Approval of Installation of a Solar Photovoltaic System”, a S.C.A. required document, signed conditionally by two S.C.A. Trustees.
- Installation proposal.
- S.C.A. Rules and Regulations page 3, "Contractors" and pages 10 and 11, "Solar". Also Master Deed Section R, "Solar". Submit a hard copy of each, initialed by all unit owners, to acknowledge acceptance.
- Planned configuration.
- All contractors' certificates of insurance with Sugarloaf Condominium Association listed as certificate holder. See step 2 D) for requirements.
- Unit owners liability and property Insurance for the solar photovoltaic system.
- Easement and Limited Common Area Agreement recorded with the Franklin County Registry of Deeds.
- Building permit – Structural – Town of Deerfield.
- Building permit – Electrical – Town of Deerfield.
- Wiring statement.
- Copy of all up-to-date licenses for all contractors and sub-contractors.
- S.P.S.P. PE roof inspection report. (See step 5F).

AFTER INSTALLATION

- Town of Deerfield building and electrical inspectors' Certificate of Completion (CoC).
- Post-installation roof inspection by Board member.
- Application for Approval of Installation of Solar Photovoltaic System, a S.C.A. required document, signed first by the S.P.S.P. and S.P.S. installer, and then by two S.C.A. Trustees for the second time, indicating Final Approval is given.
- Permission to Operate (P.T.O.) from Eversource.
- mySolarEdge or Enphase (or other) application on unit owners computer and/or devices to monitor kWh production (unit owners only).
- IRS and Mass state tax credit information (unit owners only).