

Hatfield Village Condominium Trust (HV)  
Solar Panel Installation Checklist for Unit Owners

Hatfield Village (the association) allows the installation of solar panels on the roof above individual units. The Board of Trustees (Board) will provide guidance for the project, and will approve the installation plan, but all research into the feasibility of the project as well as all costs, and savings, associated with the project are the responsibility of the unit owner.

This checklist is intended to provide a guide for unit owners. The following documents must be reviewed prior to beginning the analysis of an installation since they contain significant information impacting the installation:

- Policy Regarding Installation of Solar Panel Systems (Rules and Regulations number 19)
- Sample Hatfield Village Condominium Trust Grant of Easement. (Available from the Board)
- Rules and Regulations of the Hatfield Village Condominium Trust. (Especially Rule number 19)
- The Application for Solar Panel System Installation.

Preliminary Considerations

- 1) Contact a solar contractor(s) to provide expert support needed to address technical issues.
  - (a) Does the roof have good to excellent solar access?
  - (b) Will the roof structure support the weight of the solar panels?
  - (c) Contact the Board to determine the remaining useful life of the roof according to the reserve plan.
- 2) Request the solar contractor(s) to provide an estimate of the economics of the installation.
  - (a) Determine the cost of the installation, including all related fees to the association and the costs enumerated in the association Policy Regarding Installation of Solar Panel Systems and the sample Grant of Easement.
  - (b) Determine the increase in the owner's insurance as the result of the installation.
  - (c) Determine the cost saving provided by the installation.
  - (d) Determine whether any income tax credits apply.
  - (e) If the roof has less than a 15-year remaining life (see 1c above) determine the impact on the cost of installation of having to remove and reinstall the installation when the roof is replaced by the association.
  - (f) Ascertain the installation roof and product warranties provided by the contractor.

- 3) Request that the selected contractor provide a contract, plans and specifications according to the association's Policy Regarding Installation of Solar Panel Systems, step 1.
- 4) Request the contractor to assist you in contacting the electric utility company (Eversource) to determine that you are eligible for proper metering of the installation.

#### Installation Precursors

- 1) Prepare the association's Application for Solar Panel System Installation.
- 2) Submit the contractor's documents procured in steps 1(b), 2(f) and 3 above to the Board for review and approval, according to the Policy Regarding Installation of Solar Panel System, step 2.
- 3) Submit to the Board copies of all necessary permits for the installation issued by the Town of Hatfield.
- 4) Submit the contractor's evidence of insurance to the Board.
- 5) After approval of the project by the Board, obtain from the Board a Grant of Easement for access to the common area. The easement will be prepared, and recorded at the registry of deeds, by the association's attorney.

#### Installation

- 1) After approval of the project by the Board, and the granting of the easement, the installation can commence. After the easement has been recorded at the Registry, the unit owner must notify the Board of the start date for the installation.
- 2) The Board has the right to examine the installation as it progresses.
- 3) The owner should make sure that the contractor tests the installation thoroughly upon completion.
- 4) The contractor arranges for the necessary inspections by the Town of Hatfield and any inspection approvals must be submitted to the Board.
- 5) The contractor coordinates the final interconnection approval by the utility company. At completion of the installation, the owner must submit to the Board a proof of insurance binder obtained for the installation; and provide a copy of the final insurance policy within 30 days of the project's completion.
- 6) The unit owner should also inform the Board when the electric utility has brought the system on line.