

Sea Pines

Summary Process for Individual Unit Owner Photovoltaic Solar Panel (PSP) Installation Projects

This document provides an outline of the steps involved with individual Unit Owner PSP projects. Unit Owners must consult the Sea Pines Policy and Procedure for complete information.

NOTE: Installation of PSPs shall not under any circumstances commence unless and until the 30 days have elapsed following the recording with the Barnstable County Registry of Deeds of the grant of limited common area executed by the Board of Managers of the applicable Sea Pines Condominium Association and the grantee Unit Owner. All costs associated with the installation of PSPs by individual Unit Owners are the responsibility of the Unit Owner including any legal fees incurred by either the Unit Owner or Sea Pines.

Step 1. Determine Feasibility (Unit Owner)

1. Review Sea Pines policy & procedures concerning Unit Owner PSP projects which is available on the Sea Pines website ([link](#))
2. Determine Sea Pines re-roofing cycle status
3. Engage with solar contractor to determine feasibility, costs, and possible return on investment
4. Discuss with Adjoining Unit Owner(s) (if any) i.e., owners of units immediately next to or touching your unit and Impacted Unit Owner(s) if any i.e. owners of unit whose access to their unit might be affected by the PSP installation. whose consent will be required for installation of PSPs

Step 2. Develop Proposed Plan (Solar Contractor)

Plans must include:

1. Diagram showing number and location of panels
2. Specifications on size, type, color, and design of panels
3. Diagram showing additional equipment and wiring placement

Step 3. Obtain Preliminary FMB Approval (Unit Owner)

1. Submit PSP Variance Form available on the Sea Pines website ([link](#)) to FMB with available information. If approved,

Step 4. Assess Building Structure (Structural Engineer)

1. Determine adequacy of roof structure to support the proposed PSPs
2. Assessment completed by structural engineer licensed in Massachusetts

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Step 5. Obtain Permits & Confirm Insurance (Solar Contractor)

1. Obtain all required permits from the Town of Brewster and the Commonwealth of Massachusetts.
2. Obtain certificate of insurance

Step 6. Submit Complete PSP Variance Request to FMB (Unit Owner)

If approved, then

Step 7. Obtain Consents (Managing Agent)

1. Notice to Change Common Area will be sent by Managing Agent to Adjoining Unit Owner(s) [if any], Impacted Unit Owners [if any] and to Unit Owner mortgagees [if any] any, other Affected mortgagee(s) [if any]
2. Both adjoining Unit Owners and mortgagees will have 60 days to respond to the notice

Step. 8 Document Consent(s) (Managing Agent)

1. Adjoining Unit Owner(s), Impacted Unit Owners and/or mortgagees [if any] sign a Consent Form documenting their consent to the installation

Step. 9 Complete Grant of Easement (Unit Owner & Board of Managers)

1. Agreement between the respective Sea Pines Condominium Board of Managers and the requesting Unit Owners.
2. Recording of the Grant with the Barnstable County Registry of Deeds

Step 10. Commence Work (Solar Contractor)

1. Work may begin only after 30 days following the recording of the Grant of Easement.

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